Fiscal Year 2019-2020
Adopted Budget
Clatsop County, Oregon

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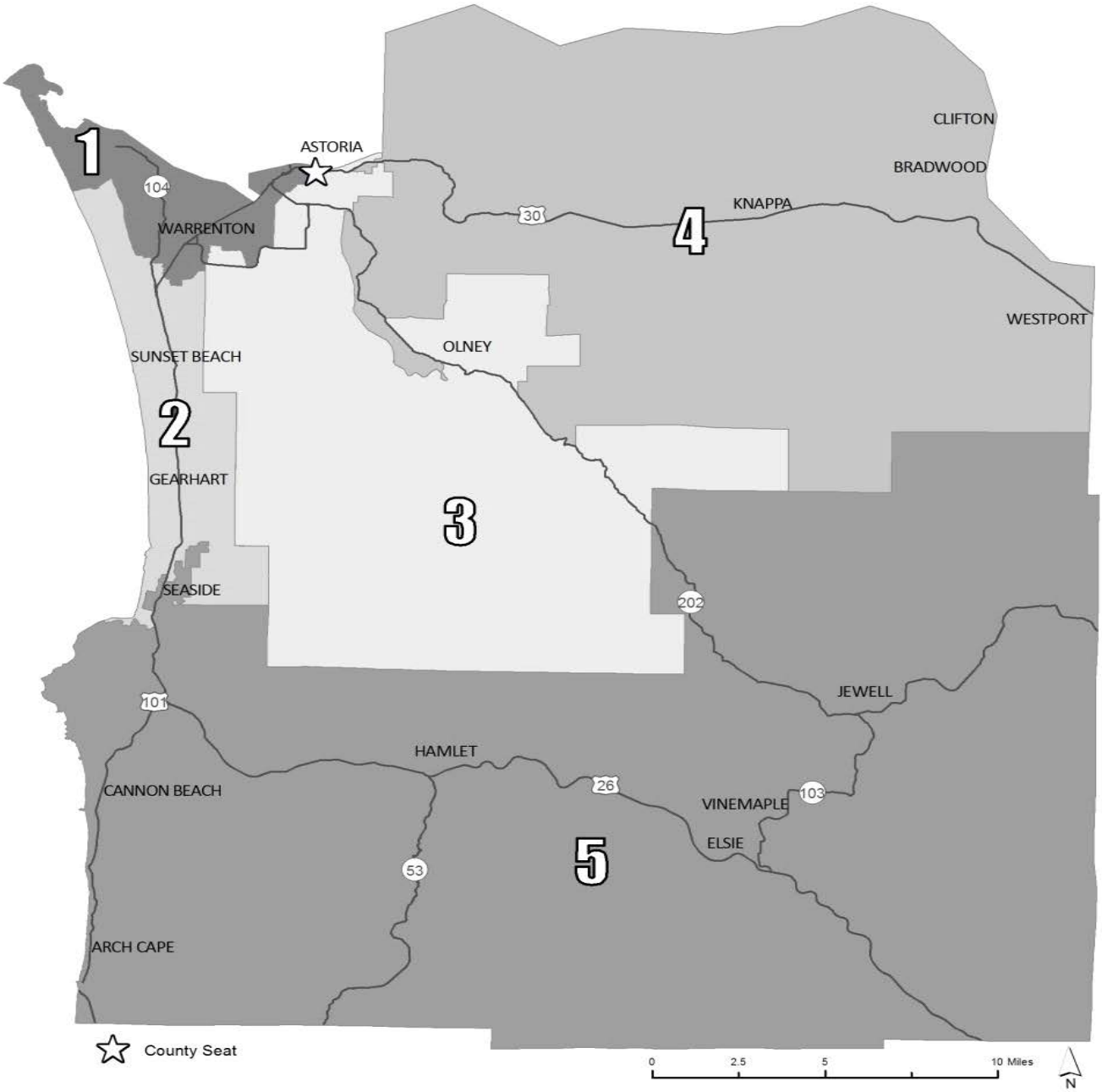
CLATSOP COUNTY, OREGON
ADOPTED BUDGET
FY 2019-20

Board of Commissioners	***Lay Budget Committee Members***
Sarah Nebeker, Chairperson	***Greg Sawyer***
Kathleen Sullivan, Vice Chair	***Sam Patrick***
Mark Kujala, Commissioner	***Andy Davis***
Pamela Wev, Commissioner	***Bryan Kidder***
Lianne Thompson, Commissioner	***Norman Brown***

Submitted By:

Monica Steele, Interim County Manager/Budget Officer

Cover photo: Sunrise Over Bay & Saddle Mountain located in Clatsop County
Submitted by: Steve Meshke, Clatsop County Employee



Sarah Nebeker
Chair
District 2

Kathleen Sullivan
Vice Chair
District 4

Mark Kujala

District 1

Pamela Wev

District 3

Lianne Thompson

District 5

ADMINISTRATIVE STAFF

Monica Steele	***Interim County Manager/ Budget & Finance Director***
Pat Corcoran	***4-H & Extension Staff Chair***
Suzanne Johnson	***Assessment and Taxation Director***
Gail Henrikson	***Community Development Director***
Tracie Krevanko	***County Clerk***
John Lewis	***Fair Operations Manager***
Kelly Stiles	***Human Resource Director***
Kelly Braaten	***Juvenile Director***
Michael McNickle	***Public Health Director***
Ted Mclean	***Public Works Director***

ELECTED OFFICIALS

Ron Brown	***District Attorney***
Tom Bergin	***Sheriff***

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Clatsop County

Oregon

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

Executive Director

RECORDED

JUL 25 2019

Doc# 2019070086

IN THE BOARD OF COMMISSIONERS FOR CLATSOP COUNTY, OREGON

In the matter of Repealing R&O 2019060049) and Adopting the Budget for FY 2019-20; and) Imposing and Categorizing Taxes; and making) Appropriations for Clatsop County.)	RESOLUTION AND ORDER

Whereas, the Board of Commissioners on June 26, 2019, approved Resolution and Order number 2019060049 adopting the Clatsop County Budget fiscal year 2019-20 budget in the total sum of $108,880,650 of which $84,677,180 is appropriated; and,

Whereas, the Resolution and Order omitted some information required by ORS 294.456 (1)(b); and,

Whereas, it is necessary for the Board of Commissioners to strike and repeal Resolution and Order number 2019060049 and replace it with Exhibit A-1 attached hereto and by this reference incorporated herein; and,

Whereas, Exhibit A-1 attached, appropriates $85,949,290; and,

NOW THEREFORE, IT IS HEREBY RESOLVED AND ORDERED:

1. That the Board of Commissioners for Clatsop County, Oregon, hereby repeals Exhibit A to Resolution and Order number 2019060049 and replaces it with, and adopts, the Resolution and Order, attached hereto as Exhibit A-1 and by this reference incorporated herein;
2. That the amounts set forth in Exhibit A-1 be and hereby are appropriated;
3. That the taxes imposed are hereby imposed and categorized at the rate of $1.5338 per $1,000 of assessed value for operations; at the rate of $.05 per $1,000 of assessed value for local option levy; and in the amount of $1,272,110 for debt service for general obligation bonds; and that these taxes are hereby imposed and categorized for the tax year 2019-20 upon the assessed value of all taxable property within Clatsop County;

	SUBJECT TO THE GENERAL GOVERNMENT LIMITATION	EXCLUDED FROM THE LIMITATION
General Government	$1.5338/$1,000	-0-
Local Option Levy	$.05/$1,000	-0-
General Obligation Debt Service	-0-	$1,272,110

4. That the County's Budget and Finance Department, under the direction of the County Manager, shall make any required filings and take such other actions as are necessary to implement this action; and

RECORDED

JUN 27 2019

Doc# 2019-0[illegible]

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON, GOVERNING BODY OF THE
CLATSOP COUNTY RURAL LAW ENFORCEMENT DISTRICT

IN THE MATTER OF ADOPTING THE BUDGET FOR 2019-20, IMPOSING TAXES, CATEGORIZING TAXES AND MAKING APPROPRIATIONS FOR CLATSOP COUNTY RURAL LAW ENFORCEMENT DISTRICT	)))))	RESOLUTION AND ORDER

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of the Clatsop County Rural Law Enforcement District, hereby adopts the Clatsop County Rural Law Enforcement District Budget by organizational unit in the total appropriated sum of $5,347,650; and

IT IS FURTHER RESOLVED AND ORDERED that the amount for the fiscal year beginning July 1, 2019 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, is hereby appropriated; and

IT IS FURTHER RESOLVED AND ORDERED that the taxes provided for in the adopted Budget at the rate of $0.7195 per $1,000 of assessed value for operations are hereby imposed and categorized for the tax year 2019-20 upon the assessed value of all taxable property within said District. The following allocations and categorization as provided in ORS 310.060 make up the above taxes:

	Subject to the General Government Limitation		Excluded from the Limitation
General Government	$0.7195/$1,000		-0-

IT IS FURTHER RESOLVED AND ORDERED that the Notice of Property Tax Levy shall be filed with the Clatsop County Assessor and Clerk, together with a copy of the Adopted Budget.

DATED this 26th day of June 2019.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON,
GOVERNING BODY OF THE CLATSOP
COUNTY RURAL LAW ENFORCEMENT
DISTRICT

Sarah Nebeker

Sarah Nebeker, Chair

RECORDED

JUN 27 2019

Doc# 2019-0[illegible]

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON, GOVERNING BODY OF THE
CLATSOP COUNTY ROAD DISTRICT NUMBER 1

IN THE MATTER OF ADOPTING THE BUDGET FOR 2019-20, IMPOSING TAXES, CATEGORIZING TAXES AND MAKING APPROPRIATIONS FOR CLATSOP COUNTY ROAD DISTRICT NUMBER 1	)	RESOLUTION AND ORDER

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of the Clatsop County Road District Number 1, hereby adopts the Clatsop County Road District Number 1 Budget by organizational unit in the sum of $4,245,080; and

IT IS FURTHER RESOLVED AND ORDERED that the amount for the fiscal year beginning July 1, 2019 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, is hereby appropriated; and

IT IS FURTHER RESOLVED AND ORDERED that the taxes provided for in the adopted Budget at the rate of $1.0175 per $1,000 of assessed value for operations are hereby imposed and categorized for the tax year 2019-20 upon the assessed value of all taxable property within said District. The following allocations and categorization as provided in ORS 310.060 make up the above taxes:

	Subject to the General Government Limitation		Excluded from the Limitation
General Government	$1.0175/$1,000		-0-

IT IS FURTHER RESOLVED AND ORDERED that the Notice of Property Tax Levy shall be filed with the Clatsop County Assessor and Clerk, together with a copy of the Adopted Budget.

DATED this 26th day of June 2019.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON,
GOVERNING BODY OF CLATSOP COUNTY
ROAD DISTRICT NUMBER 1

Sarah Nebeker

Sarah Nebeker, Chair

RECORDED

JUN 27 2019

Doc# 201906 10053

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON, GOVERNING BODY OF THE
WESTPORT SEWER SERVICE DISTRICT

IN THE MATTER OF ADOPTING THE BUDGET FOR 2019-20 AND MAKING APPROPRIATIONS FOR WESTPORT SEWER SERVICE DISTRICT	))))	RESOLUTION AND ORDER

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of the Westport Sewer Service District hereby adopts the Westport Sewer Service District Budget by organizational unit in the sum of $200,800; and

IT IS FURTHER RESOLVED AND ORDERED that the amount for the fiscal year beginning July 1, 2019 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, is hereby appropriated; and

IT IS FURTHER RESOLVED AND ORDERED that the Board imposes NO taxes provided for in the Adopted Budget as of July 1, 2019; and

IT IS FURTHER RESOLVED AND ORDERED that a copy of the Adopted Budget shall be filed with the County Assessor and Clerk.

DATED this 26th day of June, 2019.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON,
GOVERNING BODY OF WESTPORT
SEWER SERVICE DISTRICT

Sarah Nebeker

Sarah Nebeker, Chair

RECORDED

JUN 27 2019

Doc# 2019016052

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON, GOVERNING BODY OF THE
CLATSOP COUNTY 4-H AND EXTENSION SERVICE SPECIAL DISTRICT

IN THE MATTER OF ADOPTING THE BUDGET FOR 2019-20, IMPOSING TAXES, CATEGORIZING TAXES AND MAKING APPROPRIATIONS FOR CLATSOP COUNTY 4-H & EXTENSION SERVICE SPECIAL DISTRICT	)	RESOLUTION AND ORDER

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of the Clatsop County 4-H and Extension Service Special District, hereby adopts the Clatsop County 4-H and Extension Service Special District Budget by organizational unit in the sum of $654,950 and

IT IS FURTHER RESOLVED AND ORDERED that the amount for the fiscal year beginning July 1, 2019 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, is hereby appropriated; and

IT IS FURTHER RESOLVED AND ORDERED that the taxes provided for in the adopted Budget at the rate of $.0534 per $1,000 of assessed value for operations are hereby imposed and categorized for the tax year 2019-20 upon the assessed value of all taxable property within said District. The following allocations and categorization as provided in ORS 310.060 make up the above taxes:

	Subject to the General Government Limitation		Excluded from the Limitation
General Government	$.0534/$1,000		-0-

IT IS FURTHER RESOLVED AND ORDERED that the Notice of Property Tax Levy shall be filed with the Clatsop County Assessor and Clerk, together with a copy of the Adopted Budget.

DATED this 26th day of June 2019.

BOARD OF COUNTY COMMISSIONERS FOR CLATSOP COUNTY, OREGON GOVERNING BODY OF CLATSOP COUNTY 4-H AND EXTENSION SERVICE SPECIAL DISTRICT

Sarah Nebeker

Sarah Nebeker Chair

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Clatsop County
Budget & Finance
800 Exchange St., Suite 310
Astoria, Oregon 97103
www.co.clatsop.or.us
Phone (503) 325-8565
Fax (503) 325-8606

BUDGET MESSAGE
Fiscal Year 2019-20

July 1, 2019

Clatsop County Board of Commissions, citizen members of the Budget Committee and citizens of Clatsop County:

I am pleased to present the adopted fiscal year (FY) 2019-20 annual budget for Clatsop County, Oregon totaling $96,397,680, an increase of $15,912,340 or 19.8% from the previous year's Adopted budget. This $15.9M increase is largely attributed to the budgeting of $10.5M for the remodel and construction of the new jail facility as well as increased contingency within various funds rather than leaving the reserves unappropriated. Included in the $96.3M adopted budget amount is a General Fund budget of $28,697,590, an increase from the previous year of $2,433,790 or 9.3%. This General Fund increase is attributed primarily to increases in negotiated personnel costs, costs associated with PERS rate increases, costs associated with health insurance increases, and an adopted addition of 9.13 FTE. The Adopted budget submitted herein reflects the County's commitment to providing valuable government services to the community at-large in a cost-effective and efficient manner. The budget serves as the County's financial and operational plan for maintaining County operations for the fiscal year beginning July 1, 2019 and ending June 30, 2020. The Adopted budget has been prepared in accordance with Oregon local budget law, the Board of County Commissioners' Budget Policies, Clatsop County's Long-Term Financial Plan (LTFP) and generally accepted accounting principles. The Adopted budget is balanced and stays within all statutory property tax limitations. It would be appropriate to view the budget as the intersection of public policy, values, and available resources.

The Clatsop County Budget includes the following legally separate entities:

- Rural Law Enforcement District
- Road District #1
- Westport Sewer District
- Clatsop County 4-H and Extension Services Special District

While these are legally separate districts, the Board of County Commissioners is ultimately responsible for final approval of these budgets. The four Service District's budgets total $10,448,390 for fiscal year 2019-20 which is $98,550, or less than 1%, more than the current year. This is mostly attributed to increases in personnel, materials and services, and contingency costs and is offset by decreases in special payments and capital outlay expenditures primarily within the Rural Law Enforcement District; this district relies heavily on timber revenues and in an effort to provide long term stability has chosen to increase contingency reserves.

INTRODUCTION

Clatsop County continues to regularly assess the needs of the community and as necessary has continued to increase programs and services for its citizens, while also being cognizant of the current and forecasted economic status. With continued prudent fiscal management, I am confident Clatsop County

remains in a position to proactively, effectively and responsibly plan and prepare for the future, and will continue providing the services our citizens expect and depend upon.

The organization has been actively managed for both results and overall financial sustainability. Departmental performance and workload measures help to provide data to inform spending decisions by understanding actual service outcomes of County departments. The Board of County Commissioners deserve great credit for having the wisdom and forethought to adopt and implement the County's Long Term Financial Plan (LTFP), which has put Clatsop County at the forefront of short and long term financial planning. Clatsop County has been recognized for its efforts to control the size of County government relative to available resources by utilizing responsible financial management practices. The LTFP identifies areas where Clatsop County could preserve and strengthen the County's fiscal health by updating financial policies and establishing greater reserves. The 2019-2020 Budget Policies reflect implementation of the Long Term Financial Plan's policies, goals and targets. Some of the key provisions of the Budget Policies include:

- No new staff or programs unless specifically approved by the Board of Commissioners.
- Seek staff and expenditure reductions wherever possible.
- Utilize the County's Indirect Cost Allocation Plan in an effort to appropriately recover the full cost of the County's overhead functions and to identify the impact of all programs on overhead services.
- Pursue revenue sources to the fullest extent possible for all services as well as total cost identification for fee setting purposes.
- General Fund discretionary dollars shall not be used to back-fill any loss in state-shared or federal revenues or increase the County share of programs funded primarily from non-General Fund sources.
- Maintain at least 10 percent of the General Fund's appropriation in contingency, but no less than $1.5 million.
- Retain no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund to support the current level of General Fund services; transfer timber monies in excess of the fifteen year low to the Special Projects Fund for budgeted capital projects and other one-time expenditures.
- Maintain a General Fund Stabilization Account of at least $2M by setting aside timber revenue to provide a resource for General Fund operations in the event timber revenues received are less than projected.

THE ADOPTED FY 2019-2020 BUDGET

In consideration of the budget policies and the current economic climate, the total Adopted budget, excluding the four Service Districts, is $85,949,290 compared to last year's adopted budget of $70,135,500 (please see table on next page). This represents an increase of $15,813,790 or 22.5% from the previous year which is primarily a result of increased capital outlay costs in the amount of approximately $9.4M, increased personnel services by approximately $2.6M, increased materials and services by approximately $2.9M, and decreased contingency by approximately $1.6M.

In terms of the overall approach to the budget, the following considerations guided our recommendations. The most recent goals identified by the Board of Commissioner to address areas of concern within the county which include: 1) Resilience within the community with alternate traffic routes, a Public Works facility outside the inundation zone, community networks, as well as education and adequate appropriate supplies; 2) Housing that works regionally with the cities to reduce homelessness and increased affordable housing as well as addressing ongoing code compliance issues; 3) Mental Health that focuses on prevention programs with evidenced based outcomes, securing a

contract with a Mental Health Provider that will ensure safe and stable services; 4) Jail facility remodel/addition progression that includes regular updates on the process, advisory citizen involvement in the design phase, and addressing the appropriate uses for the existing jail once construction is complete as well as the unused portion of the new facility; 5) Master Plan updates for the North Coast Business Park as well as hiking and biking trails and paths within the county's jurisdiction; 6) Communication to the citizenry that speaks to the accomplishments the county has made.

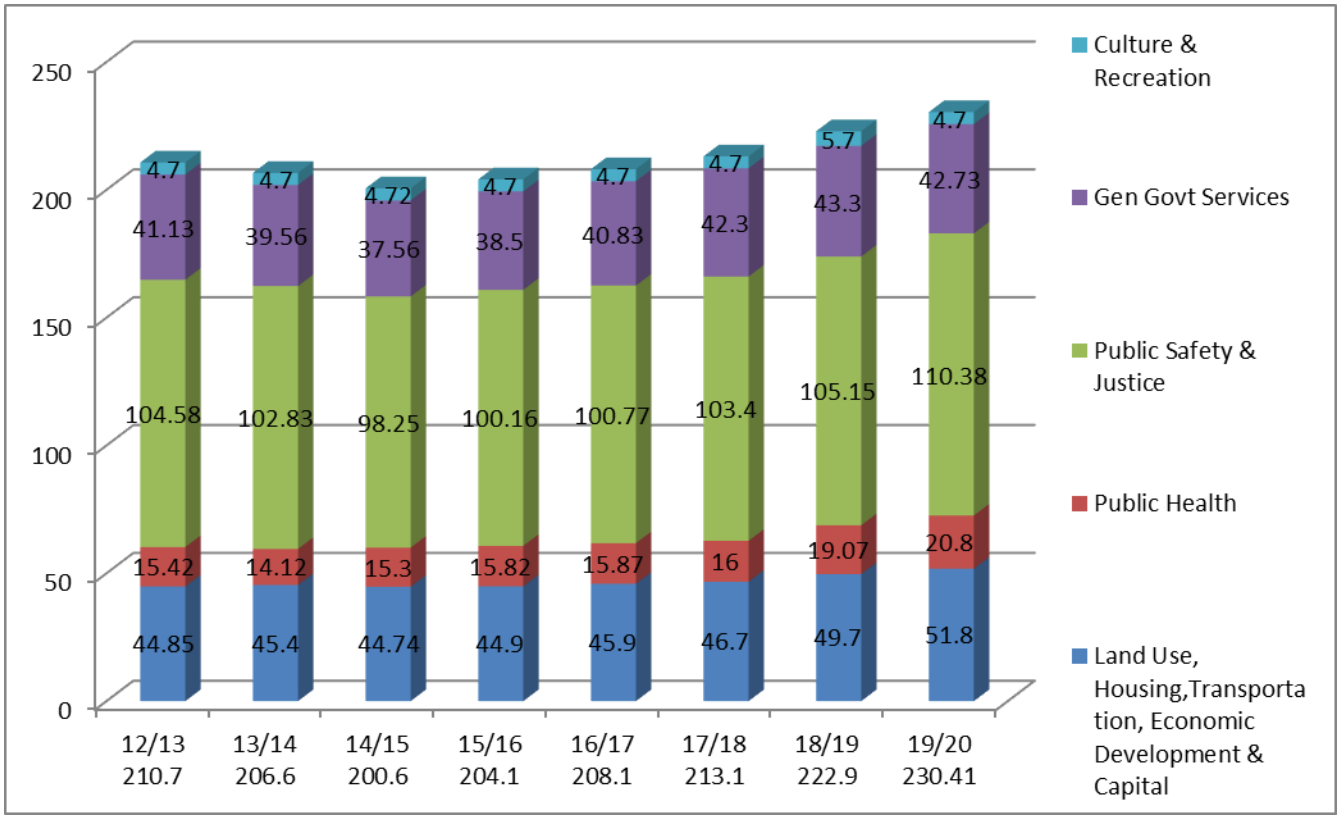
Challenges involving mental health, homelessness, and criminal activity continue to place increased pressure on our public safety and justice services. To the extent possible we have prioritized public safety systems which account for 23.5% of the budgeted resources in the 2019-20 county-wide budget, not including the capital amount to be spent on the construction project for the new jail facility. Through these public safety services the County continues to emphasize prevention programs, such as alternatives to detention which include the pre-trial release program in an effort to help decrease future criminal activity, recidivism, and incarceration costs. In addition, to further enhance our livable community, the capital budget includes improvements for County roads, continued development of the North Coast Business Park ($1M), and ongoing construction on the new jail facility.

The total Adopted budget includes operating expenditures, capital outlay, contingency and special payments and holds $24,203,570 aside as unappropriated fund balances, of which approximately $13M is for on-going construction of the new jail facility which will continue to take place during the 2020-2021 FY. The Adopted budget includes an increase in current year revenue for all funds of approximately $5.6M. This increase in revenue is mainly attributable to projected increases in taxes, state revenue, and "other revenue" which includes loan revenues for the Household Hazardous Waste facility as well as various grant monies that are not state or federally funded.

County Revenue by Category	2018-2019 Adopted	2019-2020 Adopted	Dollar Variance	Percent Change
Taxes	9,663,120	11,321,190	1,658,070	17.2%
Licenses & Permits	1,383,000	1,842,000	459,000	33.2%
Fines/Forfeits	74,180	73,980	(200)	-0.3%
Interest / Property	439,460	639,550	200,090	45.5%
State Revenue	14,765,910	17,215,170	2,449,260	16.6%
Federal Revenue	899,890	812,610	(87,280)	-9.7%
Other Intergovernmental	7,445,940	7,581,410	135,470	1.8%
Charges for Service	1,996,640	2,191,420	194,780	9.8%
Other Revenue	1,661,150	2,296,930	635,780	38.3%
Transfers-In	3,650,450	3,679,330	28,880	0.8%
Subtotal Revenue	**41,979,740**	**47,653,590**	**5,673,850**	**13.5%**
Use of Fund Balance - Operations	6,100,220	18,167,270	12,067,050	197.8%
Fund Balance for Contingency	21,758,700	20,128,430	(1,630,270)	-7.5%
Total Revenue Budget	**70,135,500**	**85,949,290**	**15,813,790**	**22.5%**

Personnel Services increased in total across all funds by $2,661,090 or 10.9% from the 2018-19 adopted budget. The Adopted budget for personnel services, which include salaries and benefits is $26,978,790 and represents 41% of the total county-wide budget, excluding contingency. This compares to 50.3% from last year's budget. Changes in personnel services include an increase of 8.66 full-time equivalent (FTE) positions, not including Service Districts, from 222.92 in 2018-19 to an Adopted FTE count of 230.41 for 2019-20. Other changes to personnel services include increases due to an anticipated cost of living adjustment to employee wages by 2.5% in accordance with bargaining unit contracts, budgeted

insurance for the Board of Commissioner, as well as budgeted increases for the costs of retirement and healthcare.



Clatsop County Adopted 2018-19 Budget vs. Adopted 2019-20 Budget			
Resources	**2018-2019 Adopted**	**2019-2020 Adopted**	**Increase/(Decrease)**
Beginning Balance	$36,215,210	$62,499,270	$26,284,060
Revenue	41,979,740	47,653,590	5,673,850
Total County Resources Available	**$78,194,950**	**$110,152,860**	**$31,957,910**
Less: Unappropriated Beg. Balance	(8,059,450)	(24,203,570)	
County Resources	**$70,135,500**	**$85,949,290**	**$15,813,790**
Expenditures			
Personnel Services	24,317,700	26,978,790	2,661,090
Materials & Services	13,521,290	16,430,590	2,909,300
Special Payments	2,877,600	3,684,220	806,620
Capital	3,828,850	13,295,870	9,467,020
Debt Service	180,910	1,752,060	1,571,150
Transfers	3,650,450	3,679,330	28,880
Contingency	21,758,700	20,128,430	(1,630,270)
County Expenditures	**$70,135,500**	**$85,949,290**	**$15,813,790**

Materials and Services for all funds increased by $2,909,300 or 21.5% over the fiscal year 2018-19 adopted budget. This increase is primarily due to increases in Property & Liability insurance, contractual services associated with major road construction projects, and indirect costs for internal services.

The Adopted Special Payments budget increases by $806K or 28% as compared to the 2018-19 adopted budget; this is a result of the increased passed through funding for Mental Health services.
The Capital Outlay budget increases by $9.4M over the prior year budget. This significant increase is a result of the Architectural & Engineering as well as a portion of the construction costs associated with the jail relocation project. The remainder of the funds for this project, in the amount of approximately $13M, is within the unappropriated fund balance to be used for the completion of the project during the 2020-2021 fiscal year.

The Debt Service budget increases by $1,571,150, this significant increase is a result of a bond interest payment for a voter approved general obligation bond to pay for the jail remodel and construction; as well as a loan from the state for the completion of the Household Hazardous Waste Facility which will be repaid 100% by User Fees.

Contingency decreases by approximately $1.6M primarily as a result of decreasing budgeted contingency within the Roads Fund so that monies reserved for relocating the Public Works facility can be invested to earn more interest for the future project; therefore, making them unavailable reserves. The county continues to follow GFOA best practices as well as a Board Budget Policy that requires the General Fund maintain a 10% contingency of total fund expenditures. While this policy only pertains to the General Fund all funds when practical strive to maintain the GFOA best practice.

General Fund Overview

The General Fund appropriations increase from $26,263,800 in FY 18-19 to a Adopted $28,672,350 for FY 19-20, a total increase of $2,408,550 or 9%; while at the same time General Fund revenue is expected to increase by approximately $1,477,420. This is primarily due to increases in Property Taxes in the amount of $463,870 and License & Permit collections in the amount of $459,000 which is the revenue category where room tax collections are received. An increase in Transfers-in of $216,590 accounts for a transfer from the Parole & Probation Fund into the General Fund to pay for administration and correction division expenses which is paid for by the General Fund for services provided to Parole & Probation.

General Fund Revenue by Category	2018-2019 Adopted	2019-2020 Adopted	Dollar Variance	Percent Change
Taxes	9,277,080	9,740,950	463,870	5.0%
Licenses & Permits	633,000	1,092,000	459,000	72.5%
Fines/Forfeits	28,600	28,400	(200)	-0.7%
Interest / Property	115,660	158,060	42,400	36.7%
State Revenue	4,615,650	4,652,730	37,080	0.8%
Federal Revenue	221,220	190,220	(31,000)	-14.0%
Other Intergovernmental	2,855,290	3,027,130	171,840	6.0%
Charges for Service	814,180	851,260	37,080	4.6%
Other Revenue	1,118,650	1,199,510	80,860	7.2%
Transfers-In	473,660	690,250	216,590	45.7%
Subtotal Revenue	**20,152,990**	**21,630,510**	**1,477,520**	**7.3%**
Use of Fund Balance - Operations	3,903,540	4,460,350	556,810	14.3%
Fund Balance for Contingency	2,207,270	2,606,730	399,460	18.1%
Total Revenue Budget	**26,263,800**	**28,697,590**	**2,433,790**	**9.3%**

Clatsop County General Fund Adopted 2018-19 Budget vs. Adopted 2019-20 Budget			
Resources	**2018-2019 Adopted**	**2019-2020 Adopted**	**Increase/(Decrease)**
Beginning Balance	$9,661,430	$13,118,570	$3,457,140
Revenue	20,152,990	21,630,410	1,477,420
Total County Resources Available	**$29,814,420**	**$34,748,980**	**$4,934,560**
Less: Unappropriated Beg. Balance	(3,550,620)	(6,076,630)	
County Resources	**$26,263,800**	**$28,672,350**	**$2,408,550**
Expenditures			
Personnel Services	15,969,800	17,788,370	1,818,570
Materials & Services	5,895,190	6,086,730	191,540
Special Payments	259,250	249,470	(9,780)
Capital	0	0	0
Transfers	1,931,840	1,941,050	9,210
Contingency	2,207,720	2,606,730	399,010
County Expenditures	**$26,263,800**	**$28,672,350**	**$2,408,550**

Personnel services, which include salaries and benefits, are increasing in the General Fund from the current year by $1.8M. This increase is related to an increase of 9.13 in FTE; a cost of living adjustment to employee wages by 2.5% per bargaining unit contracts, increases in health insurance costs, and rate increases associated with PERS costs. There is an increase in the materials and services budget of $195,240 which is primarily associated with inflation costs. The $399,010 increase in contingency is based on a Board policy that 10% of the General Fund expenditures be reserved in contingency, therefore increased expenditures results in an increased contingency amount.

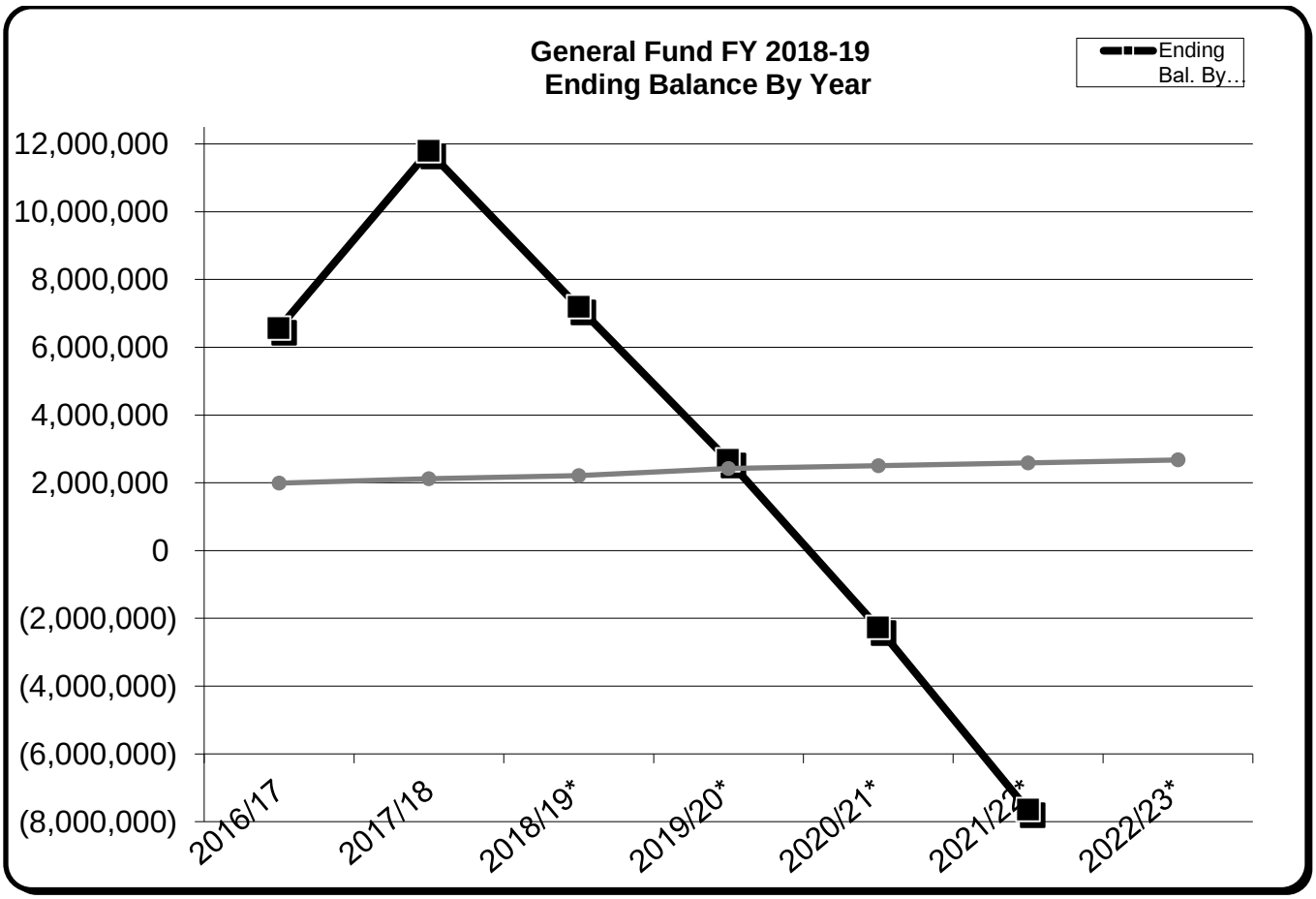
The 2019-20 General Fund Adopted budget includes use of unassigned General Fund balance in the amount of $4,460,350. The current Board goal is to have General Fund reserves in the amount of 25% of expenditures. The Adopted budget maintains a reserve balance of 38.7% in the General Fund with the projected beginning balance of $11.1M. This exceeds both the Board goal of 25%, as well as the Board policy of 20%.

	2011-2012 Budget	2012-2013 Budget	2013-2014 Budget	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Budgeted Revenue	**16,107,100**	**16,754,700**	**17,661,400**	**17,205,830**	**19,236,150**	**18,385,770**	**22,532,290**	**20,152,990**	**21,630,510**
Budgeted Expense	**17,202,500**	**17,772,900**	**18,209,000**	**17,342,580**	**20,200,270**	**19,894,470**	**21,222,520**	**24,056,080**	**26,090,860**
Revenue Gap	**(1,095,400)**	**(1,018,200)**	**(547,600)**	**(136,750)**	**(964,120)**	**(1,508,700)**	**1,309,770**	**(3,903,090)**	**(4,460,350)**

In the chart above expenses are net of contingency and revenues are net of fund balance use to cover the budgeted contingency expense.

Organizational Unit Name	2018-2019 Adopted	2019-2020 Adopted	Dollar Variance	Percentage Change
Board Of Commissioners	93,260	170,050	76,790	82.34%
Board of Property Tax Appeal	33,290	35,920	2,630	7.90%
County Tourism	59,610	118,870	59,260	99.41%
County Manager	537,050	611,570	74,520	13.88%
Human Resources	355,490	419,300	63,810	17.95%
Assessment & Taxation	1,673,440	1,708,900	35,460	2.12%
Property Management	53,520	63,120	9,600	17.94%
County Counsel	110,200	140,000	29,800	27.04%
Clerk - Admin. & Elections	397,310	459,760	62,450	15.72%
Clerk - Records	179,870	186,650	6,780	3.77%
Budget & Finance	471,660	497,510	25,850	5.48%
Information Systems	1,016,990	1,104,460	87,470	8.60%
Building And Grounds	1,125,830	1,172,040	46,210	4.10%
Parks Maintenance	232,270	239,770	7,500	3.23%
Surveyor	246,600	233,960	-12,640	-5.13%
Dues & Special Assessments	594,100	610,170	16,070	2.70%
District Attorney	1,969,030	1,990,300	21,270	1.08%
Medical Examiner	118,800	128,930	10,130	8.53%
Sheriff Support Division	486,070	843,260	357,190	73.49%
Sheriff Criminal Division	4,074,110	4,352,570	278,460	6.83%
Corrections	3,386,830	3,894,130	507,300	14.98%
Jail Nurse	436,540	470,340	33,800	7.74%
Juvenile Department	875,530	924,170	48,640	5.56%
Corrections Workcrew	130,590	0	-130,590	-100.00%
Planning Division	711,860	833,340	121,480	17.07%
Emergency Management	316,580	457,910	141,330	44.64%
Animal Control	437,810	482,810	45,000	10.28%
General Fund Stabilization	2,000,000	2,000,000	0	0.00%
Transfers To Other Funds	1,931,840	1,941,050	9,210	0.48%
Approp. For Contingency 1	2,207,720	2,606,730	399,010	18.07%
Total	**26,263,800**	**28,697,590**	**2,433,790**	**9.27%**

The following slide is a projection for the General Fund ending fund balance going five years past the Adopted 2019-20 FY if revenues and expenditures continued at the current budgeted amounts. This projection is based on inflationary costs associated with personnel as well as materials and services; in addition revenues are also projected in a similar manner based on known increases such as property taxes.



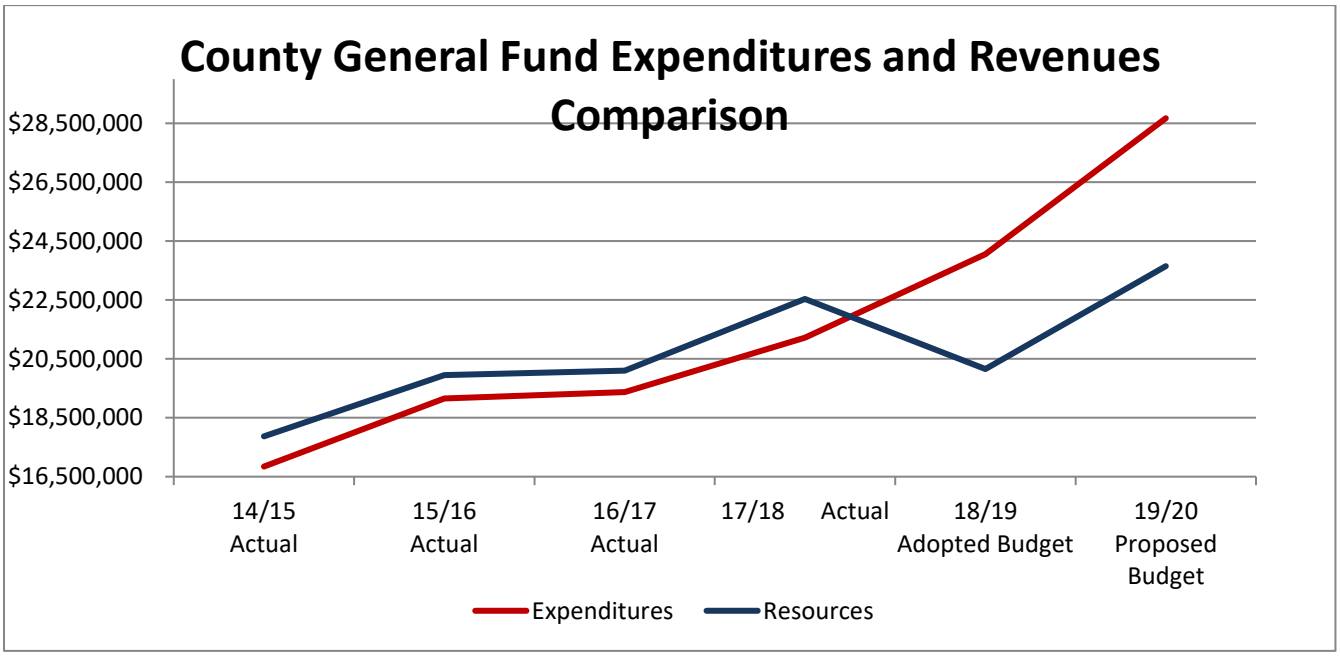
The short-term outlook for the General Fund continues to remain optimistic; however looking out long term, based on assumptions of increased inflationary costs specifically relating to personnel costs, the outlook does not remain as optimistic. These assumptions are based on maintaining staffing level at what is being adopted in the 2019-2020 budget as well as projected rate increases associated with healthcare, PERS, and negotiated cost of living increases. In addition there are moderate inflationary increases associated with materials and services. This "fiscal cliff" continues to be pushed out into the future because of the diligent efforts made by the Board, Lay Budget Committee members, and staff when evaluating revenues vs. expenditures on an annual basis.

The overriding consideration affecting the 2019-20 Budget, especially for the General Fund, has been the continued impact of the volatility in timber revenues as well as reductions in state and federal funding, and as a result, county expenditures. In the current environment we continue to see positive change with the economy while at the same time continuing to remain cautious. The 2019-20 budgeted expenditure level in the General Fund was built using a base budget calculation for all General Fund departments. The calculation included: estimated inflationary increases for salaries and benefits for current staff. Additional expenditure requests above this base budget level were submitted separately for consideration and were included in the budget based on available resources, County priority, and immediate need. This includes an increase of 9.13 FTE in the General Fund.

Year after year, County Staff, the Budget Committee, and the Board of Commissioners work painstakingly at balancing the budget, in particular, the General Fund. The chart on the next page illustrates how volatile revenues in the General Fund continue to be and how the county has worked to offset those decreases in revenues with corresponding decreases in expenditures. Modest increases in revenues were realized in FY 11-12 and then saw a significant decline again in FY 13-14. The County responded to this decreasing revenue by cutting expenditures beginning in FY 13-14. Unfortunately,

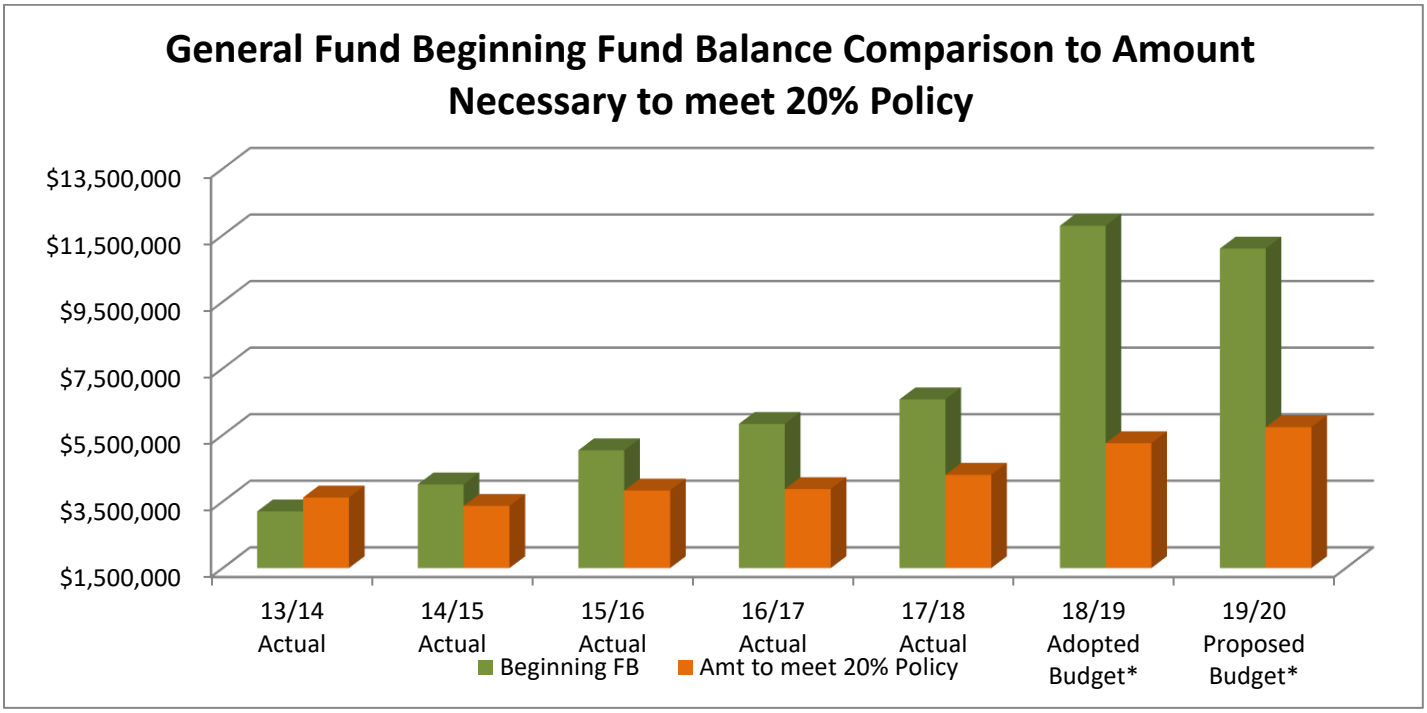
increases in health care costs, PERS obligations, and Transfers Out to support other funds caused increases in expenditures to occur in FY 14-15 but through good fiscal management the county was able to maintain expenses at an amount less than the revenues received. The 2018-19 adopted budget included the best assumptions available at the time and projected expenditures would exceed new revenues and was adopted assuming the use of $3.9M in fund balance. However, current estimates for the adopted fiscal year 2018-19 budget indicate that General Fund revenues will come in slightly higher and expenditures significantly less than budgeted and will assume no use of fund balance. However, we caution that these estimates could change.

The Adopted 2019-20 GF budget assumes a $4.4M use of fund balance. Of the adopted expenditures $2M is set aside for the General Fund Stabilization account and is expensed to "unapportioned projects", in accordance with the Long-Term Financial Plan which states that these monies not be expensed unless there is a revenue shortfall.

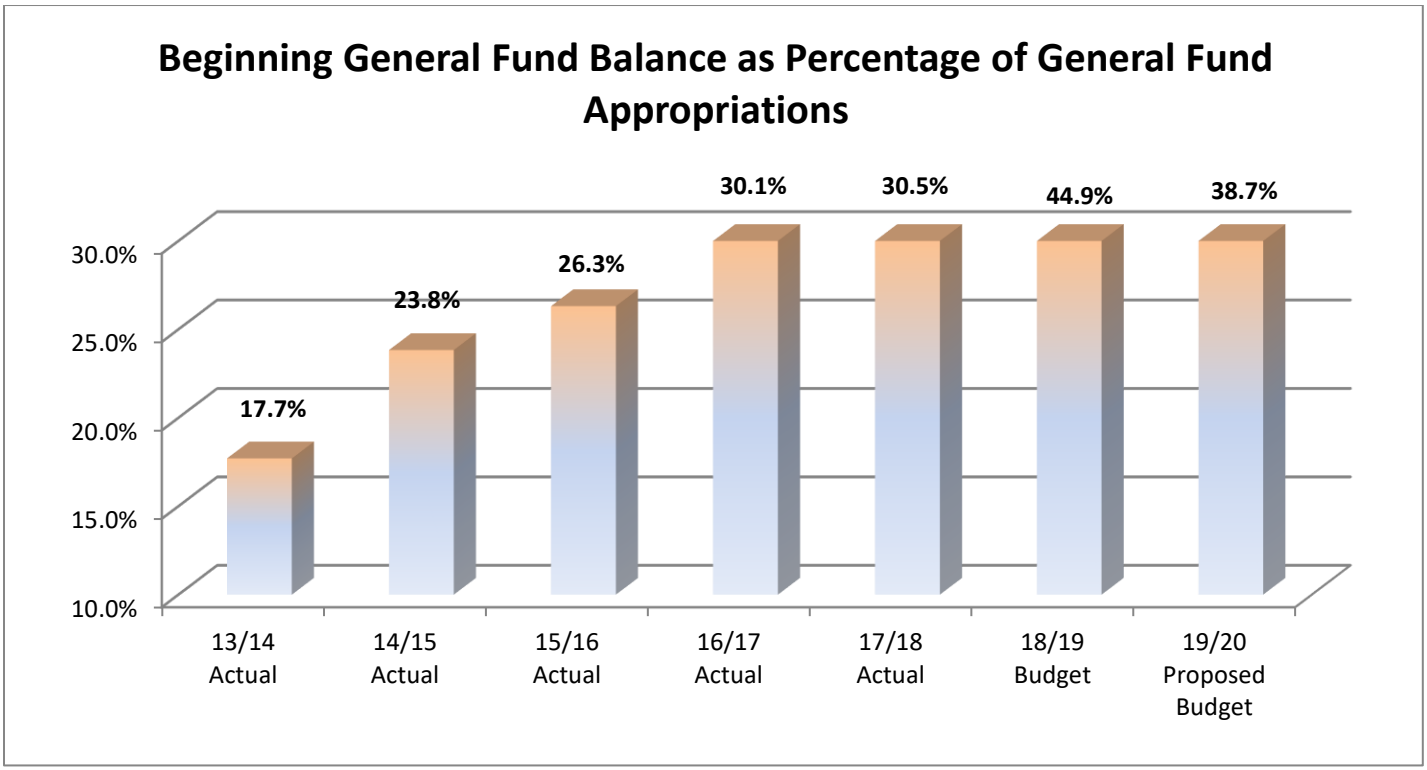


The chart above represents the County's General Fund expenditures as compared to revenues over the last six years of actuals as well as the most recent adopted and the current adopted. In instances where the actual revenue was less than actual expenses represent a reduction in GF fund balance, while the opposite is true for the reverse instances. The 18/19 and 19/20 budgeted expenditure amounts exclude budgeted contingency. As the chart demonstrates, the 19/20budget includes $4.4M more expenditures than resources.

As a measure of fiscal health, local governments often look at fund balance levels, which include unappropriated fund balance, contingency and any reserves as a percentage of the total expenditures. The Government Finance Officers Association (GFOA) recommends, at a minimum, that general purpose governments maintain an unrestricted fund balance of no less than two months operating expenditures. The Board of County Commissioners has set a policy that unrestricted General Fund balance be 20% of the current year appropriation less contingency, with a longer-term goal of 25%. The reasons for maintaining a sufficient reserve include: being better able to plan for contingencies; maintain credit worthiness with banks and rating agencies; ability to fund smaller capital projects without incurring debt; generate investment income, and; ensure cash availability and liquidity. The following charts represent the amount of General Fund balance as compared to the level necessary to meet the 20% Board policy. As one can see, the County's anticipated unrestricted General Fund balance for the 2019-20 fiscal year is 38.7% of the Adopted General Fund appropriations. This amount exceeds both the Boards long-term goal of 25% as well as the Board policy amount of 20%. The 2019-20 budget continues to represent a more stabilized fund balance trend over the past few fiscal years, versus the previous trend of a decreasing General Fund balance.



The chart above represents the General Fund (GF) beginning balance in dollars and the beginning fund balance necessary (in dollars) to meet the County's policy of having 20% of GF appropriations in reserve.



The chart above represents the amount of General Fund (GF) Balance as a percentage of General Fund appropriations for the fiscal year. The policy of the Board is to have a beginning GF balance of 20% of General Fund appropriations, less contingency, with a longer-term goal of 25%.

Expenditures by Functional Area

The Adopted County budget is categorized into five functional areas: Culture and Recreation; Land Use, Housing, Transportation, Economic Development and Capital; General Government; Public Health, and Public Safety and Justice. A functional area can be defined as a logical grouping of activities or processes of an organization representing similar business goals or functions. Each functional area includes the Adopted budgets that comprise the functional area and greater detailed information of the County's individual budgets can be found under each of the functional area tabs. The total Adopted County budget, which excludes County Service Districts, is $85,949,290 this represents an increase of $15,813,790 or 22.5% from the previous year. While overall the budget increased from the previous year the majority of the increase consists of expenses associated with the capital development costs for the relocation of the county jail ($10.5); expenses associated with pass-through funding for mental health services ($1.1M); and increased personnel costs associated with the additional 9.2 FTE adopted throughout the various functional areas, primarily Public Safety. There were other changes between functional areas which are illustrated in the table below:

Functional Area	2018-2019 Adopted	2019-2020 Adopted	Dollar Variance	Percent Change
Public Safety & Justice	19,141,070	20,743,780	$ 1,602,710	8.4%
Public Health	5,126,980	7,285,810	$ 2,158,830	42.1%
General Government	15,067,430	16,649,540	$ 1,582,110	10.5%
Land Use, Hsg,, Trans., Econ. Dev. & Capital	28,202,850	38,592,300	$10,389,450	36.8%
Culture & Recreation	$ 2,597,170	$ 2,677,860	$ 80,690	3.1%
Subtotal Adopted County Budget	**70,135,500**	**85,949,290**	**$15,813,790**	**22.5%**
County Service Districts	10,349,840	10,448,390	$ 98,550	1.0%
Total Adopted Budget	**80,485,340**	**96,397,680**	**15,912,340**	**19.8%**

Culture & Recreation includes Fair General Operation, Parks Maintenance, and Parks & Land Acquisition and is almost entirely funded through dedicated resources with only $134,250 or 5% of expenditures being covered by discretionary funding sources. The adopted expenditure budget reflects an increase of $80,690 or 3% from the current year, attributable mainly to an increase in capital outlay as well as contingency within the Fair General Operation Fund. The number of FTE in this functional area decreases to 4.70 for the next fiscal year; this is a result of the Fair Manager also providing maintenance assistance in the Fair General Operation Fund.

Land Use, Housing, Transportation, Economic Development & Capital includes Surveyor, Roads, Bike Paths, Planning, Building Codes, Fisheries, Video Lottery, Industrial Development Revolving Fund, Special Projects, General Roads Equipment Replacement Fund, and County Tourism. The functional area is funded 95% by dedicated resources and 5% by discretionary resources. The discretionary revenues are a portion of Timber Sales, which the Board of Commissioners Budget Policies requires to be budgeted in Special Projects in order to fund limited duration General Fund expenditures for capital or other special projects. The dedicated resources include Video Lottery dollars that are to be used specifically for Economic Development within Clatsop County as well as tax monies that are dedicated to county roads. Overall, this functional area is increasing by $10.3M or 36.8% from the current year, primarily as a result of the $10.5M budgeted for the construction/remodel of the jail relocation project; most of the remaining funds that make up this functional area maintain a status quo budget. Overall there is an adopted 3.10 FTE increase within this function area; the Planning Division has adopted an additional FTE for a Code Compliance Specialist; the Public Works Department has requested an additional 1.4 FTE, Road Maintenance staff as well as a reallocation of administrative staff. In addition, there is a reallocation of .70 FTE from the functional area of General Government (A&T) as

a result of dedicating staff specifically to the County Tourism org unit as a result of increased staff time spent on the collection of room tax revenues. Overall within this functional area there is an increase from 49.7 FTE in the current year to a budgeted 52.8 FTE.

The ***General Government*** functional area includes the budgets for the Board of Commissioners and the County Manager as well as the budgets of county organization units whose activities are of a general government nature. The resources used to pay for the expenses in this functional area are 67% discretionary with the remaining 33% of resources being dedicated. The adopted budget for General Government has increased by $1,582,110 or 10.5%. Most budgets in this area are status quo, with increases as a result of negotiated salaries, PERS retirement costs, health insurance costs, and the county's general liability insurance rates. The overall increase to this functional area increased significantly as a result of the $1,571,150 increase in debt service to account for the voter approved Jail Bond payment. Decreases also occurred that offset this overall increase including a decrease of $679,130 or 44% in budgeted in contingency in the Bond & UAL Fund, this was a result of a $1M payment in the 2018-19FY to help offset unfunded liability costs associated with PERS. While overall this functional area has a decrease of .57 FTE; this is a result of reallocating .70 FTE from Assessment & Tax to the functional area that contains Economic Development to account for personnel costs associated with county tourism. The remaining .13 FTE that offsets this .70 reduction is additional administrative support in the Buildings & Grounds Division.

The ***Public Health*** functional area consist of both the mental health aspect as well as community public health, and is mostly funded, 94%, through dedicated state and federal grant sources and fee revenues, and 6% through a transfer-in of discretionary General Fund resources. This budget reflects an increase in expenditures of $2.1M or 42% from the current year. The adopted budgeted number of staff positions in this functional area is 20.80, an increase of 1.73 FTE. The majority of the increase is a result of state grant funding for various programs in both the mental health and community health funds. The budget for this grouping is based on our best estimates of available grant monies and estimated beginning fund balances. Depending on actual grant awards, these budgets can fluctuate from their adopted levels.

The ***Public Safety & Justice*** functional area presents the adopted budgets for the funds and organizational units that are responsible for or related to community safety and security within the law and justice system and emergency response. The adopted budgets for the next fiscal year reflect an increase of $1,602,710 or 8.4% from the 18-19 fiscal year appropriations. The resources that fund these services are split 57% dedicated and 43% discretionary. The adopted budgets reflect an increase in personnel services due to an increase of 6.2 FTE. This adopted FTE increase reflects adding an additional 3 FTE for the Sheriff's Corrections staff. This will allow the Sheriff's Office to phase in training for the new deputies and support staff for the new jail project. The increase is partially offset by a decrease of 1 FTE in the Corrections Work Crew. There is also an increase of 4.5 FTE in the Sheriff Support Division. New revenue from Parole and Probation and the Rural Law Enforcement District offsets 3.5 FTE of the increase. There is an additional 1 FTE in the Emergency Management office to provide staff support so that the Emergency Manager and Emergency Management Coordinator can provide increased community support and training; and an additional .5 FTE Kennel Worker in Animal Control, which is offset by a decrease in contractual temporary help. There are also slight increases in the amount of .05 FTE for increasing Staff Assistant time in the Law Library and .15 FTE increase of a Juvenile Prevention Counselor.

SERVICE DISTRICTS

Rural Law Enforcement District The budget for FY 19-20 provides funding for Sheriff's Office services for rural areas of the County. It is supported by a property tax levy with a rate of $0.7195 and timber revenue. The budget reflects an increase of approximately $142,230, or 3% from the 2018-19 budget primarily due to an increase in budgeted personnel services and contingency.

Road District No. 1 The budget for FY 19-20 allocates resources to the County for road maintenance as discussed in the Road Maintenance section of this budget. The District is governed by the Board of Commissioners and is supported by a property tax levy with a rate of $1.0175/$1,000 and timber revenue. The overall Adopted budget decreases by $53,770 or 1% and represents the amount being allocated to the Roads Fund. This decrease is a result of projected decreases in timber revenues that are transferred to the General Roads fund.

Westport Sewer District The budget for FY 19-20 reflects a slight increase of approximately $5,410 in expenditures due to an increase in budgeted contingency. This District is supported 100% by User Fees.

4-H and Extension Service Special District The FY 19-20 budget reflects a slight increase in total expenditures of just over $4,600, overall operating expenditures are actually down by approximately $4,700, and this total increase is a result of an increase in contingency by $9,400.

Clatsop County Service Districts Adopted 2018-19 Budget vs. Proposed 2019-20 Budget			
Resources	**2018-2019 Adopted**	**2019-2020 Proposed**	**Increase/(Decrease)**
Beginning Balance	$3,343,420	$3,484,840	$141,420
Revenue	7,006,420	6,963,550	(42,870)
Total County Resources Available	**$10,349,840**	**$10,448,390**	**$98,550**
Less: Unappropriated Beg. Balance	*0*	*0*	
County Resources	**$10,349,840**	**$10,448,390**	**$98,550**
Expenditures			
Personnel Services	2,171,930	2,337,230	165,300
Materials & Services	1,303,820	1,379,640	75,820
Special Payments	4,321,880	4,267,850	(54,030)
Capital	190,800	39,000	(151,800)
Debt Service	5,890	6,060	170
Transfers	2,000	2,000	0
Contingency	2,353,520	2,416,610	63,090
County Expenditures	**$10,349,840**	**$10,448,390**	**$98,550**

DISCRETIONARY RESOURCES

Discretionary resources are resources or income that are not dedicated by rule, law or contract for a specific program or purpose, and therefore may be spent at the discretion of the Board of Commissioners. The bulk of the County's discretionary resources come from the General Fund beginning balance, property tax levy, indirect charges and timber revenues.

Almost all discretionary revenues are received in the General Fund; however, not all of the General Fund resources are discretionary. In the budget document, General Fund discretionary resources are identified as General Fund Support for General Fund Organizational Units or as Transfer from General for non-General Fund Organizational Units. For FY 2019-2020, discretionary resources for all funds total approximately $22,737,610 of the $85,949,290 county-wide budget. This includes timber revenue set aside in the Capital Projects Fund for Special Projects and the General Fund's Operating Contingency.

CLOSING

Clatsop County provides vital public services to a growing population of approximately 39,200 and our lean ratio of 1 staff position to every 169 citizens demonstrates how we strive to make every dollar count. The volatility of the current economic environment continues to require County staff to look for opportunities where departments/offices can push for efficiencies in operations, and keeping our staff to citizen ratio at a manageable number is important given the increased costs associated with the unfunded PERS liability the state is facing. The County continues to look for fiscally responsible opportunities to update processes, combine resources, and improve service delivery; while at the same time focusing on providing excellent customer service. Although the economy continues to show signs of recovery in conjunction with staff continuing to streamline processes, challenges remain when trying to balance and prioritize the needs of the community with the amount of resources available, while at the same time trying to preserve fund balance for future financial stability. Staff continues to make every attempt to find savings by using the Commissioners' Budget Policies and goal priorities in making our recommendations. Once again, staff will closely monitor 2019-20 revenues and expenditures to ensure that revenues are coming in as budgeted and make any necessary expenditure adjustments throughout the year. I am confident that the County's management team and staff will continue to meet challenges that arise as a result our economic environment. The budget process is a team effort and reflects many hours of hard work on the part of County staff, Budget Committee members, and the Board of Commissioners. I would like to extend special thanks for the hard work of County staff and the County management team in developing the fiscal year 2019-20 budget.

Respectfully submitted,

Monica Steele
Interim County Manager/ Budget & Finance Director

Organization of the Budget Document

A budget, as defined by Oregon State Law, is a *"financial plan containing estimates of revenues and expenditures for a single fiscal year."* Local governments have the option of budgeting on a 24-month biennial budget period, or by a fiscal year.

Clatsop County operates, and budgets, on a fiscal year beginning July 1 and ending the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the financial resources available to meet those needs.
The County budget is organized based on the following hierarchy:

- Functional Area
- Fund
- Organizational Unit
- Program

This Budget Summary is divided into eight major sections as follows:

Table of Contents
This section outlines where supporting information may be found within the budget document.

Budget Message
The County Manager's budget message contains information that assists the Budget Committee and the public in understanding the budget. State statute requires the budget message to contain a brief description of the financial policies reflected in the budget as well as proposed major changes from the prior year's budget.

Reader's Guide
This section provides the reader's with a summary of how the document has been compiled as well as the guidelines and statues that are required to be followed. In addition, it provides the reader with an understanding of the basis of budgeting that is used within the County's government.

Statistical & Supporting Data
This section contains the Organizational Summary of Clatsop County's elected and appointed officials and the departments within the County; an overview of the County as well as Demographic Information; the budgets fund structure; services provided by discretionary and dedicated resources; Adopted Budget Policies; Strategic Plan/Resource Reduction Strategy; Board Vision/Goals; Clatsop County Fiscal & Debt Policy; Clatsop County Tax Payment Breakdown; Ten-Year Market Value and Tax Rate History table; General Fund Revenue from Timber Sales table; County owned vehicle and equipment list; FTE by Fund; FTE by Functional Area; and Appendix A which lists the class and rate table for County employees.

Financial Summary
This section contains summary information that includes an overview of resources and appropriations.

Operating & Non-Operating Budget

The operating section includes those functional areas that provide services directly to the community or to another part of the County organization. These functional areas cover Public Safety & Justice; Public Health; General Government; Land Use, Housing & Transportation; Culture & Recreation; and Economic Development & Capital. Summary tables are included for each organization unit. All County employees are accounted for in the operating budget.
The non-operating section which is listed under General Government includes: Transfers to Other Funds; Appropriation for Contingency; Insurance Reserve; Debt Service; and the Bond & UAL Reserve Fund. Summary tables are included for each organization unit. This budget accounts for those activities that provide internal support to the entire County organization.

County Service Districts

This section includes Westport Sewer; 4-H & Extension; Rural Law Enforcement; and Road District #1. These districts are all under the authority of the Board of County Commissioners.

Inactive Budgets

This section contains organizational units that have become inactive within the past three fiscal years.

Glossary and Line Item Detail

This section contains a glossary of terms and acronyms that will provide the reader with a better understanding of the terminology used throughout the document.

Budget Process

The County's annual budget process is guided by the State of Oregon's Local Budget Law which requires the following:

- An annual budget be adopted prior to the beginning of the fiscal year (July 1) to which it applies; and
- There must be notification of public meetings when the budget will be discussed; and
- That there is opportunity for public input; and a summary of the budget must be published in a local newspaper prior to adoption.
- After the Board of County Commissioner's adopts the budget, amendments are made through the budget adjustment process which is listed in more detail in the following pages.

Budget Calendar

Nov – Dec	Budget & Finance drafts budget calendar; begins working on Indirect Cost Allocation Plan; holds pre-budget meetings with Department Heads.
Dec – Feb	Departments prepare current year revenue and expense projections in the budget module; departments submit line item budget proposals for new FY; departments submit capital outlay requests for new FY; departments input performance and workload measure data.

Feb – Mar	Budget & Finance Director along with the Budget Officer, meets with each department to review and analyze requested budgets.
April-May	Proposed budget documents are compiled and printed and the Budget Committee convenes for public meetings.
June	Board of County Commissioners holds a public hearing and considers adoption of approved budget. At the final Board meeting in June the Board adopts the new FY budget.
July	Adopted budget becomes effective.

2019-20 BUDGET CALENDAR

December:

Budget materials prepared

January:

7	Salary & Benefit Cost Sheets distributed to individual departments
23	County Board reviews and adopts Budget Policies
28	2019-20 Budget Manual available
30-31	Departmental budget trainings. Due date for any requests for cost sheet revisions

February:

15	Departments submit current budget year (2018-19) expenditures & revenue projections

March:

1	Department submittal deadline for 2019-20 requested budgets
	Budget Committee provided budget calendar and policies
6-13	Budget & Finance review meetings with department and County Manager
18	Additional budget review meetings if necessary
22	Deadline for submission of proposed budget revisions to County Manager
	County Manager approves final proposed

April:

15	Proposed Budget document to printers
24	Budget Distribution – Budget 101 and Budget Message Presentation

May:

1	First Budget Lay-Committee meeting/ County-wide Budget
7	Second Lay-Budget Committee meeting
8	District Budget Committee meetings
9	Third Lay-Budget Committee meeting
	Deadline for Budget Committee recommendation to BOCC

June:

12	Public Hearing by Board of Commissioners on Proposed Budget
26	2019-20 Budget adoption by Board of Commissioners

Budget Committee

The Budget Committee comprised of the Board of Commissioners and five lay (citizen) representatives must approve the levying of property taxes at the time the budget is approved, and the Board of Commissioners must do the same at the time of adoption. All Budget Committee meetings are open to the public and are advertised as such. Advertisements of the public hearing prior to the Board of Commissioners adoption include a summary of the budget as approved by the Budget Committee.

Budget Basis

Clatsop County's financial reports are prepared following the guidelines recommended by the Government Finance Officers Association (GFOA) of the United States and Canada. The proposed budget described herein substantially conforms to Generally Accepted Accounting Principles (GAAP). The County's budget is prepared under the modified accrual basis of accounting.

Under the modified accrual basis of accounting, revenues are recorded at the time they become measurable and available, and expenditures are recognized at the time the liabilities are incurred.

For financial reporting purposes governmental fund types (general fund, special revenue funds, debt service funds, and capital project funds) are accounted for on the modified accrual basis of accounting.

The modified accrual basis of accounting is used for financial reporting of proprietary funds types (internal service funds and enterprise funds) and for the government-wide financial statements required by the County's requirements. Under the modified accrual basis of accounting, revenues are recorded at the time they are earned and expenditures are recorded at the time liabilities are incurred. The measurement focus of the proprietary funds is on the flow of economic resources. The difference between the methods used for budgetary versus financial reporting primarily affects the account for depreciation and capital outlay.

Expenditures are appropriated by organization unit for each fund. These appropriations establish the level of control for each organization unit and may not be over-expended. Most operating funds also include an appropriation for contingency. Expenditures cannot be made against this appropriation without additional Board actions (see Budget Adjustments below). All appropriations lapse at the end of each fiscal year.

Budget Adjustments

Oregon Local Budget Law sets forth procedures to be followed to amend the budget as events occur after budget adoption. The type of event determines the procedure to be followed.

The adopted budget appropriates contingencies in each fund to be used at the discretion of the governing body. In most cases, adjustments can be accommodated by transferring appropriations from fund contingencies or from the General Fund to other funds. Oregon Local Budget Law allows for the Board of Commissioners to make such adjustments at a regularly scheduled meeting. Should a transfer from contingency exceed 15% of fund appropriations, or the County

needs to increase appropriations due to additional revenue, the law provides for the following two types of supplemental budget processes:

1. If the increase is less than 10% of the fund, the Board of Commissioners may approve a resolution and order adopting the supplemental budget at a regularly scheduled meeting. Prior to the meeting, specific details of the supplemental budget must be published in a local newspaper.
2. If the increase is 10% or more of a fund, the Board must first hold a public hearing prior to approving a resolution and order. Published notice of the supplemental budget and public hearing are required.

Adopted and Modified Budget

The analysis in the Budget Summary and Budget Detail is prepared based on the proposed budgets for the upcoming fiscal year compared to the current fiscal year budget as modified for any Board approved budget adjustments through mid-March.

GASB Statement 54 – Fund Balance Reporting

The Government Accounting Standards Board (GASB) is the agency in charge of establishing accounting standards for governments. Effective for reporting periods after June 15, 2010 GASB Statement 54 has been implemented; this Statement deals with two main areas of: (1) Fund Balance Reporting and (2) Governmental Fund Type Definitions.

Fund Balance Reporting - What is Fund Balance?

Fund Balance reflects the net financial resources of a fund (assets minus liabilities). If some of the funds' resources are not available to spend, this would be indicated by "restricting" or "reserving" a portion of the fund balance.

Governmental Fund Balance Type Definitions:

- Non-spendable: Cannot be spent; the funds are either legally restricted or are in an unspendable form
- Restricted: The portion of fund balance on which constraints have been placed by creditors, grantors, contributors, laws or regulations of other governments, constitutional provisions, or enabling legislation.
- Committed: The portion of fund balance that can only be used for specific purposes based on constraints approved by the Board of Commissioners.
- Assigned: The portion of fund balance that is intended to be used for specific purposes but is neither restricted nor committed.
- Unassigned: Available to spend, unrestricted

Child Support

2 Mission Statement

To collect court-ordered payments for custodial parents and when appropriate, assist in adjusting child support obligations.

3 Department Overview

The child support division collects and enforces court orders using collection methods, court orders, and when necessary, criminal actions. Two child support agents manage the daily caseload and are assisted by a .06 FTE of a deputy district attorney. The division also establishes orders for support and paternity.

4 Major Accomplishments

Opened 79 new cases for calendar year 2018. This does not include new cases from Origin system - number unknown from conversion to new system on December 4, 2018.
Continued to increase skills and knowledge of child support enforcement by attending 11 days of mandatory training for the new child support case management system, Origin.
Complied with Federal Title IV-D requirements.
Continued to hold monthly SED Court for delinquent parents.
Provided support enforcement services to more than 600 families.
Continued to participate in and give input to Oregon District Attorneys Association Child Support Oversite Committee and to the Child Support Program regarding the new child support case management system and issues relating to the DA Offices with Child Support Divisions.
The Oregon Department of Justice Child Support Program is in the process of converting to a new system called Origin. Staff has and will continue to participate in daily and weekly Command Center Calls with the Program, throughout the conversion, and continue to give updates, report problems or issues, submit incident report tickets, and follow-up with completion or final resolution of these tickets related to the new system.
Pilot for the program began in September 2018. This office was part of Rollout Phase One which occurred in December 2018, with Rollout Phase Two in February 2019, and the final Rollout Phase Three in April of 2019. Staff completed their 11 days of mandatory training in October and November of 2018. Staff has been actively participating and has been involved with multiple Webex trainings and ongoing conference calls regarding Origin.

5 6 Budget Highlights

Staff is requesting $3,000 to upgrade their laptops to better interface with the new Origin technology. Requesting $550 for hosted services annual support for access to the criminal division's new case management system, Karpel. Additionally, we are budgeting $3,200 in Reimbursed Travel funds for staff to attend the Western Intergovernmental Child Support Engagement Council's annual conference in Spokane, WA. This is a $3,800 decrease from the Reimbursed Travel funds amount from FY 18/19. This expense includes travel & lodging for 3 employees. The child support budget receives a 66% federal reimbursement for all expenses incurred.
Clatsop County recovers over $2 million annually for custodial parents.

1. This is the department name, fund, type and organization unit number.
2. The mission of each department will be listed in this section.
3. This is a brief overview of the services provided by the department.
4. Departmental accomplishments for the prior fiscal year will be listed in this section.
5. Some departments will have Performance Measures listed above the budget highlights.
6. This section is utilized to outline any major changes to the budget from the previous year.

7

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Proposed 2019-2020	$ Change Proposed	% Change Proposed
Beginning Balance 8	43,295	0	37,710	17,100	(20,610)	- 54%
Reimburse Child Supp Svc	27,712	11,425	24,410	19,550	(4,860)	- 19%
ARRA Child Support	0	0	0	0	0	0%
Child Support	113,813	129,067	126,120	142,330	16,210	12%
State GF Reimburse	9,807	13,448	13,450	12,560	(890)	- 6%
Annual Fee pmts	2,134	2,108	2,160	2,180	20	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	1	0	0	0	0%
Miscellaneous Revenue	0	1	0	0	0	0%
Franchise Fees	190	190	0	0	0	0%
Transfer From General 9	40,700	40,700	49,360	58,570	9,210	18%
Transfer from Other Funds	0	0	0	0	0	0%
Interest On Investments	232	293	0	0	0	0%
Total Revenue:	**237,883**	**197,234**	**253,210**	**252,290**	**(920)**	**- 0%**
Total Unappropriated Budget: 10	**43,704**	**(9,411)**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**194,179**	**206,645**	**253,210**	**252,290**	**(920)**	**- 0%**

11

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Proposed 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	115,755	118,486	121,380	124,340	2,960	2%
Personnel Benefits	47,132	52,238	56,390	64,830	8,440	14%
Material & Supplies	31,291	35,921	35,300	37,610	2,310	6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency 12	0	0	40,140	25,510	(14,630)	- 36%
Total Expenditures:	**194,179**	**206,645**	**253,210**	**252,290**	**(920)**	**- 0%**

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Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Proposed 2019-2020	FTE Change Proposed	% Change Proposed
Senior Admin Supervisor	0.05	0.05	0.05	0.05	0.00	0%
Deputy DA I	0.00	0.03	0.03	0.03	0.00	0%
Deputy DA III	0.06	0.03	0.03	0.03	0.00	0%
Child Support Agent I	1.00	1.00	1.00	1.00	0.00	0%
Child Support Agent II	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	**2.11**	**2.11**	**2.11**	**2.11**	**0.00**	**0%**

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Measures

Unit of Measure Description	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Child Support Collected	2,513,702	2,072,804	2,498,546	2,354,060	2,292.201	
Overall County Arrearages Collected	75.3%	76%	74.8%	73.46%	78.36%	
Overall State Arrearages Collected	53.2%	53%	55%	52.84%	58.12%	

(See next page for items 15-20)

7. The Funding Sources table summarizes revenue data specific to each department.
8. Some Funds have a beginning balance. This is money not spent at the end of the prior fiscal year and is rolled into the new fiscal year.
9. Some Funds receive a transfer from General Fund. Essentially, this is the same as a General Fund subsidy.
10. Some Funds contain an unappropriated ending fund balance. This is money that cannot be spent during the fiscal year.
11. The Expenditures table summarizes appropriation authority specific to each department.
12. Contingency funds are for emergencies or unforeseen expenses. Use of contingency funds requires approval from the Board of County Commissioners.
13. The Staffing Summary provides a look at the FTE for each department over a period of four years.
14. The Measures table provides a look at the specific workload measures for each department.

(See next page for items 15-20)

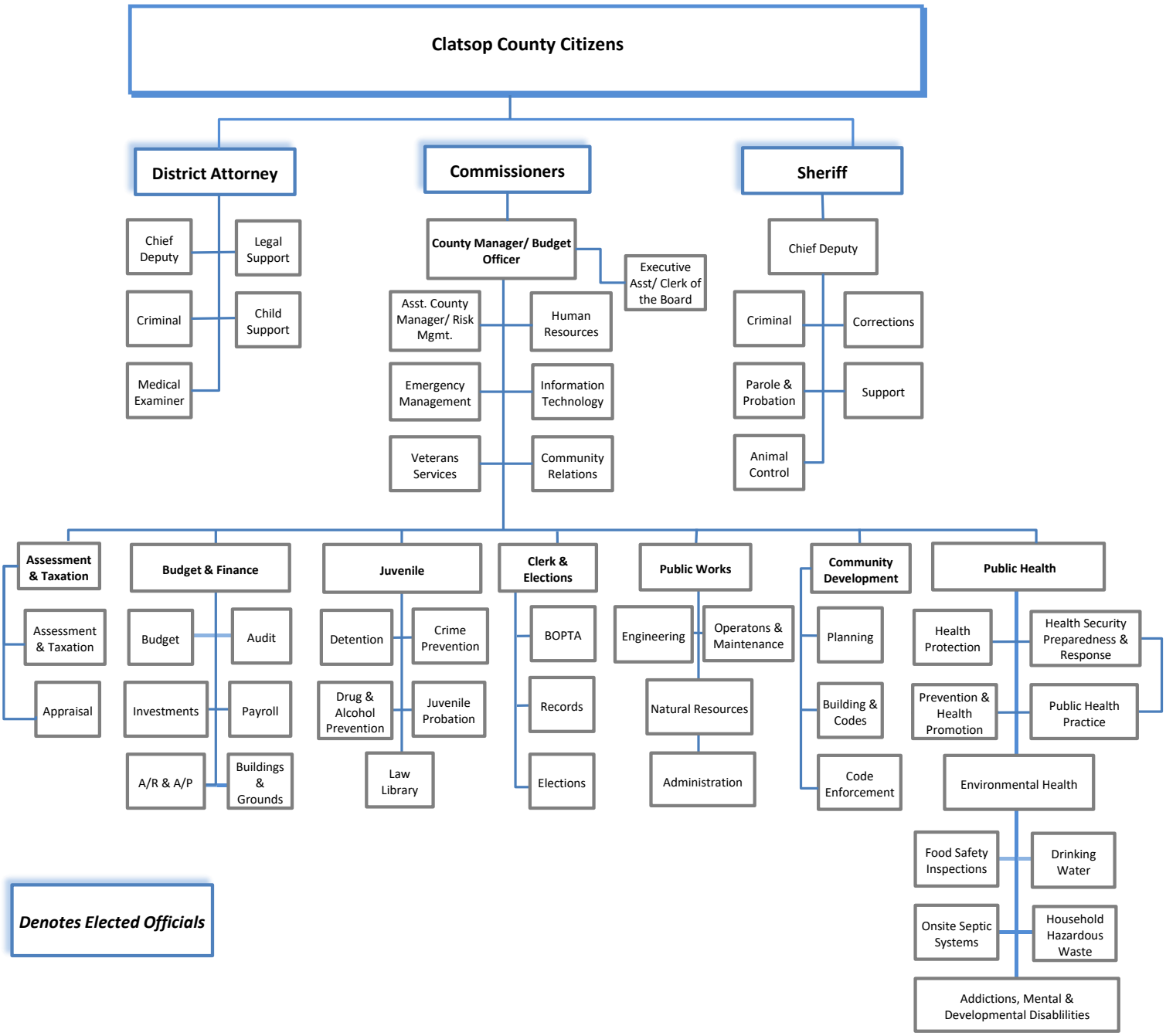
15. Actual expenditures from fiscal year 2016-17.
16. Actual expenditures from fiscal year 2017-18.
17. Current budget for fiscal year 2018-19.
18. Requested budget for fiscal year 2019-20.
19. Proposed budget for fiscal year 2019-20.
20. This column reflects the monetary change from 2019-20 proposed budget and the adopted 2018-19 budget.

Summary Change

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	$ Change 2019-2020
		15	16	17	18	19	20
Personnel Services							
Senior Admin Supervisor	82-1119	3,456	4,198	3,970	4,310	4,310	340
Deputy District Attorney	82-1172	(124)	1,202	5,540	4,240	4,240	- 1,300
Deputy DA I	82-1173	754	1,018	0	0	0	0
Deputy DA II	82-1174	1,808	0	0	0	0	0
Deputy DA III	82-1175	3,377	2,921	0	0	0	0
Child Support Agent I	82-1855	50,647	51,913	53,210	55,070	55,070	1,860
Child Support Agent II	82-1856	55,838	57,234	58,660	60,720	60,720	2,060
Extra Help - A.S. III	82-1940	481	240	1,000	1,000	1,000	0
Overtime	82-1945	100	0	0	0	0	0
Performance Pay	82-1948	0	0	160	0	0	- 160
F.I.C.A.	82-1950	8,924	9,086	9,560	9,770	9,770	210
Retirement	82-1955	17,158	21,722	22,300	28,520	28,520	6,220
Medical Waiver	82-1963	2,400	2,400	2,400	2,400	2,400	0
Medical Insurance	82-1964	13,146	14,559	16,680	18,420	18,420	1,740
Dental Insurance	82-1965	1,360	1,383	1,440	1,610	1,610	170
HSA Contribution	82-1966	2,184	2,198	2,190	2,140	2,140	- 50
Benefits Admin Fees	82-1967	38	40	40	50	50	10
Life Insurance	82-1970	163	163	160	160	160	0
Salary Continuation Insur	82-1972	166	167	150	160	160	10
S.A.I.F.	82-1975	158	137	190	220	220	30
Unemployment	82-1980	731	143	120	130	130	10
Compensable Leave Buyback	82-1986	124	0	0	250	250	250
Personnel Services Totals:		**162,887**	**170,723**	**177,770**	**189,170**	**189,170**	**11,400**
Materials & Services							
Telephones	82-2070	445	305	600	600	600	0
Insurance	82-2200	985	996	1,400	1,360	1,360	- 40
Software Maintenance	82-2265	0	0	0	550	550	550
Office Supplies	82-2410	2,699	5,667	700	700	700	0
Postage And Freight	82-2419	3,252	2,997	2,800	2,800	2,800	0
Printing And Reproduction	82-2425	580	697	800	800	800	0
PC Equipment	82-2455	0	0	0	3,000	3,000	3,000
Contractual Services	82-2471	0	0	0	0	0	0
Special Investigations	82-2474	624	164	600	600	600	0
Fuel - Vehicles	82-2852	0	96	0	0	0	0
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0
Education And Training	82-2928	505	830	500	500	500	0
Reimbursed Travel Expense	82-2930	601	2,169	7,000	3,200	3,200	- 3,800
Indirect Cost Allocation	82-3210	21,600	22,000	20,900	23,500	23,500	2,600
Materials & Services Totals:		**31,291**	**35,921**	**35,300**	**37,610**	**37,610**	**2,310**
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0
Computer Equipment	82-4907	0	0	0	0	0	0

Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0**
Contingencies							
Appropriation For Contin.	82-9900	0	0	40,140	25,510	25,510	- 14,630
Contingencies Totals:		**0**	**0**	**40,140**	**25,510**	**25,510**	**- 14,630**
Total Expenditures:		**194,179**	**206,645**	**253,210**	**252,290**	**252,290**	**(920)**

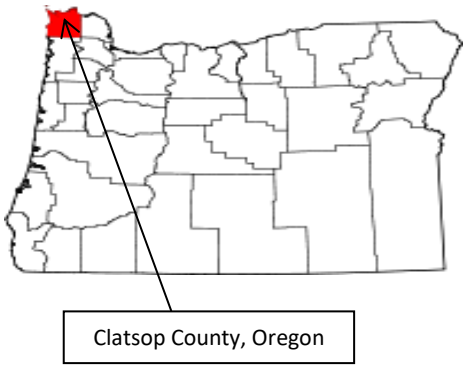
Clatsop County Organization Chart



Clatsop County is located in Oregon's rugged and beautiful northwest coast. Named for the Clatsop People, Clatsop County is rich in history, scenery, and opportunity. Lewis & Clark's Corp of Discovery spent the winter of 1805-06 here before starting their journey back east.

Clatsop County was created from the northern and western portions of the original Twality District and was founded in 1844. Before 1850 most of Clatsop County's government activity occurred in Lexington, which is now known as the city of Warrenton. However, commercial and social activities came to center on Astoria as that city grew, and by election in 1854 Astoria came to be the County seat. Astoria is Oregon's oldest city and the oldest American settlement west of the Rockies. This area was established as a fur trading post in 1811 by a party commissioned by John Jacob Astor.

The voters of Clatsop County approved a home-rule charter in 1988 that called for a Board of County Commissioners as the policy-determining body of the county, and a County Manager to oversee the daily operations of the government. The county government consists of five commissioners, each elected from one of the five geographic districts; in addition, the voters also elect a District Attorney and Sheriff.



*Data Source: city-data.com

The county provides certain services on a countywide basis and other services only to unincorporated areas of the county. Within the appropriate jurisdictions, the county provides law enforcement, criminal detention, judicial administration, parks and recreation facilities, community development, road maintenance and construction, public health services, tax assessments and collections, elections, and general administrative functions. There are approximately 65 taxing districts that use county tax dollars to perform a variety of additional functions such as rural fire departments, water, health, transportation, recreation, sewer, schools, roads, and diking districts to name a few.

Clatsop County is a major recreation center with ocean beaches, dense forests, mountains, rivers, and streams. Miles of broad beaches offer beachcombing, digging for razor clams, and quiet

walks. Several state and national parks such as Fort Clatsop, Fort Stevens, Ecola, and Oswald West, as well as many other parks and waysides provide miles of hiking and bicycle trails, wildlife viewing, ocean views, picnic sites, and overnight campgrounds. Lakes and rivers offer water-skiing, canoeing, boating, sailing, and fishing. For golfers there are four challenging courses.

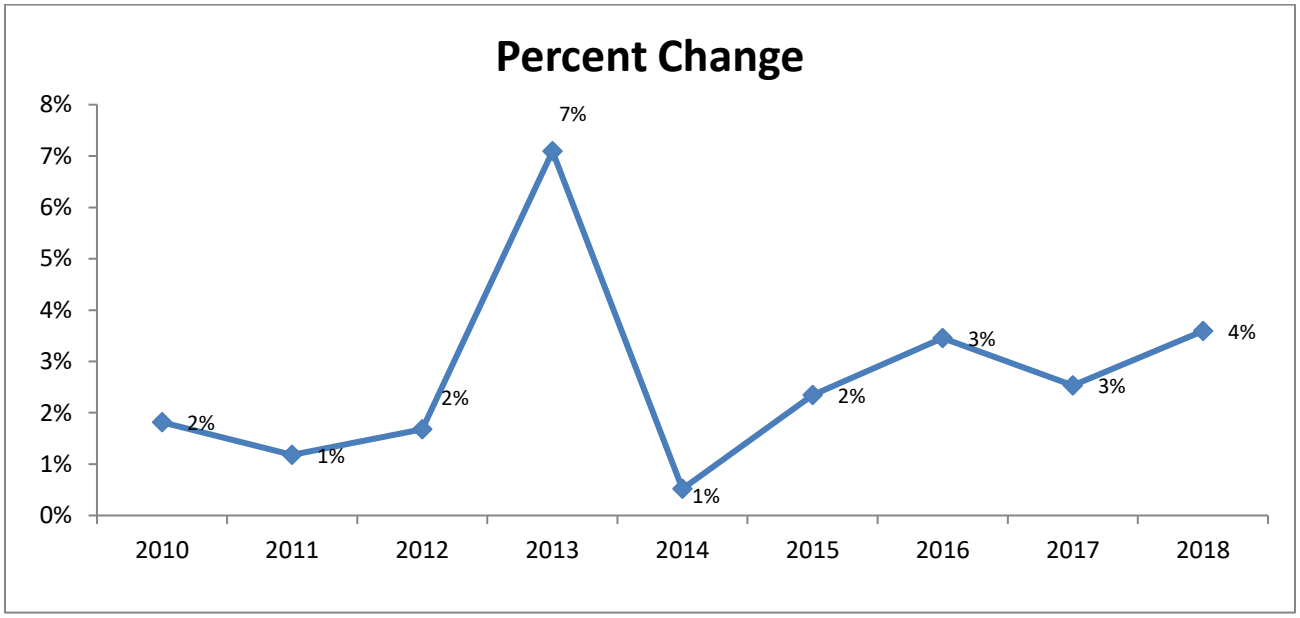
Clatsop County is located in an area of 1,085 square miles which consists of 873 square miles of land and 212 square miles of water. The County is bordered on the north by the Columbia River, on the West by the Pacific Ocean, and with the verdant Oregon Coast Range to the East, which includes the Saddle Mountain State Natural Area with an elevation of 3,288 feet. The area has a coastal marine climate of moderate temperatures and frequent rains, averaging an annual precipitation of 70 inches.

The County is home to two hospitals, five school districts, one vocational/technical school, and one community college that offers degree partnerships with colleges and universities including: Eastern Oregon University, Linfield College, Oregon State University, and Portland State University.

The Port of Astoria is located at Columbia River Mile 13 from the open sea. The Port's facilities are the first on the Columbia River and include three piers with five deep water ship berths and a barge ramp.

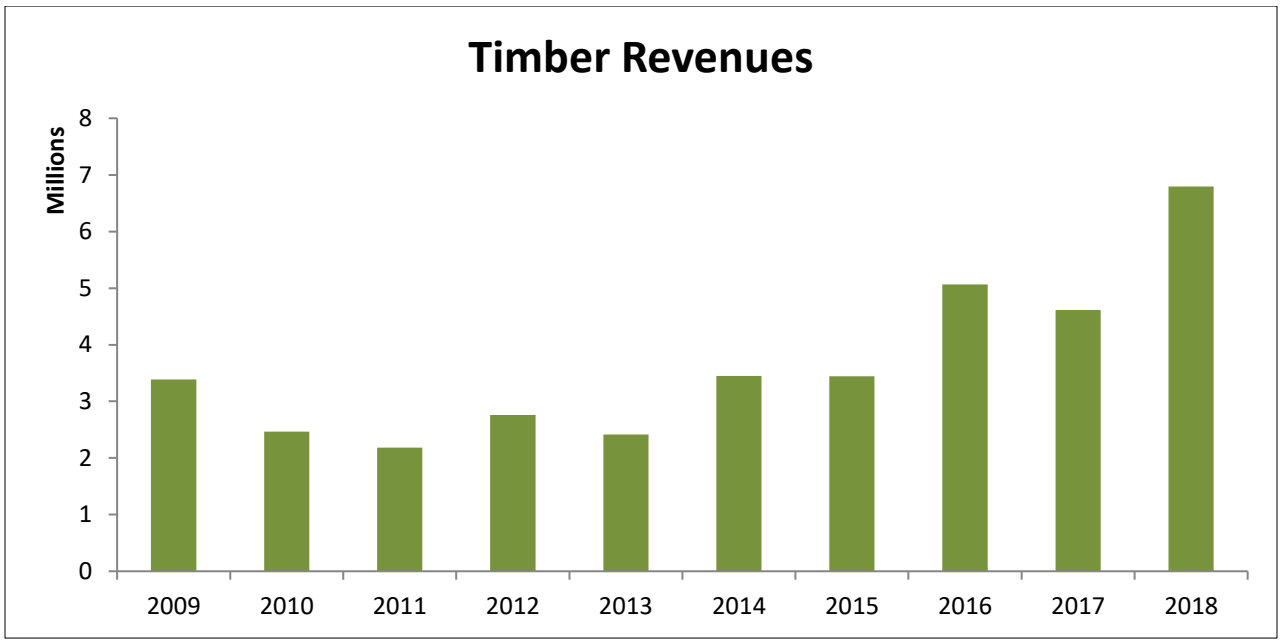
Property Taxes

Property taxes are a major revenue source for Clatsop County and due to the passing of Measures 47 (1996) & 50 (1997), in Clatsop County like all Oregon counties, property values are limited to a maximum 3% per year increase, unless it is new construction. Revenue growth in excess of the 3%, as shown in 2013 is due to an increase of collections in past due property taxes that were paid by mortgage companies to avoid having the properties go into tax foreclosure status. The recent trend of increased growth is a result of significant new construction in both residential and commercial properties.



Timber Revenue

In addition to property taxes, the other major revenue source for the County is revenues from timber sales that occur in the State Forest Trust Lands. These revenues fluctuate greatly and are heavily influenced by economic factors. To help offset the volatility of timber revenues the Clatsop County Board has adopted a policy that the General Fund is to retain no more than the lowest year of actual timber receipts over the last fifteen (15) years. All other timber monies received are to be reserved within the General Fund in an effort to provide General Fund resource stabilization. The amount of excess timber monies identified will be transferred to the Capital Projects Fund within the Special Projects organizational unit. These transferred monies are to be used to fund General Fund capital projects and other one-time expenditures.

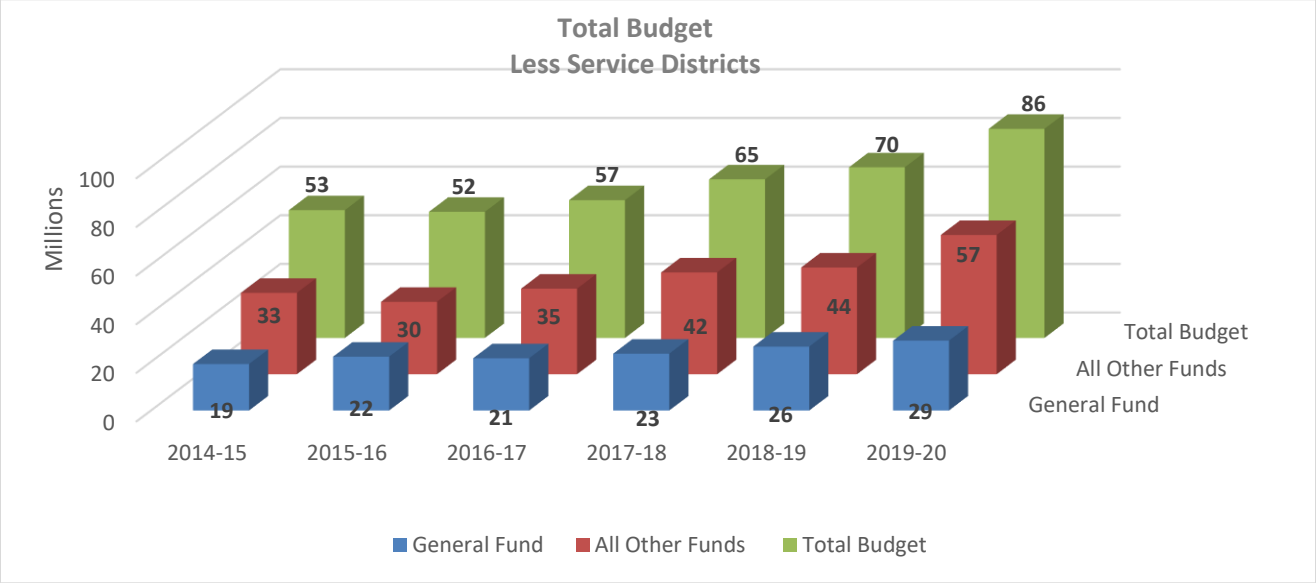


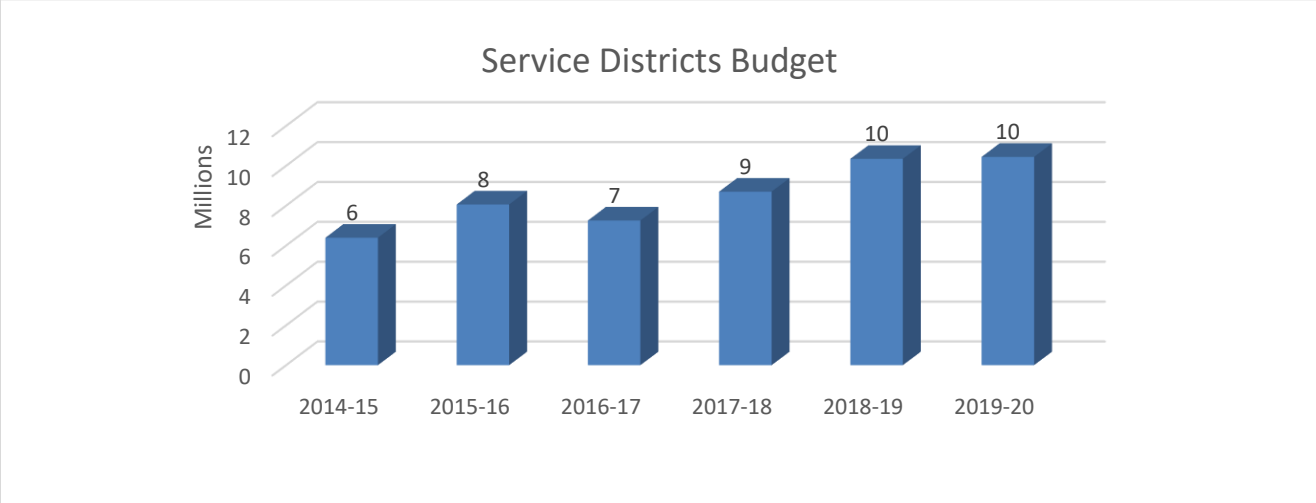
Budget History

Clatsop County's budget history over the past six years, for both the General Fund and the Total County, are shown in the accompanying table below. As can be seen in the chart, the General Fund has seen significant increases over the past several years. While staff continues to try to maintain a fiscally conservative budget, there continues to be increases outside of the county's control such as costs associated with healthcare and retirement. In the 2017-18 fiscal year there was a significant increase in the General Fund over the prior fiscal year by approximately two million dollars, this is a result of establishing a General Fund Stabilization account as a result of updating the county's Long Term Financial Plan. Increases in the 2018-19 FY as well as in the current 2019-20 FY are a result of continued economic improvements and an increased need in services, which requires additional staffing to meet those needs. Within the Total County

budget, upward trends reflect major construction projects such as: construction and remodeling associated with relocating the County Jail. This project was approved by the voters in November of 2018 with a total construction cost of $23M, of which $10.5M is budgeted to occur during the 2019-20 FY. In addition over the last several years, there have been significant increases in budgeted contingencies in an effort to follow GFOA best practices for reserves. These reserves played a significant factor when selling the voter approved jail bond with the strong Moody's credit rating the county received.

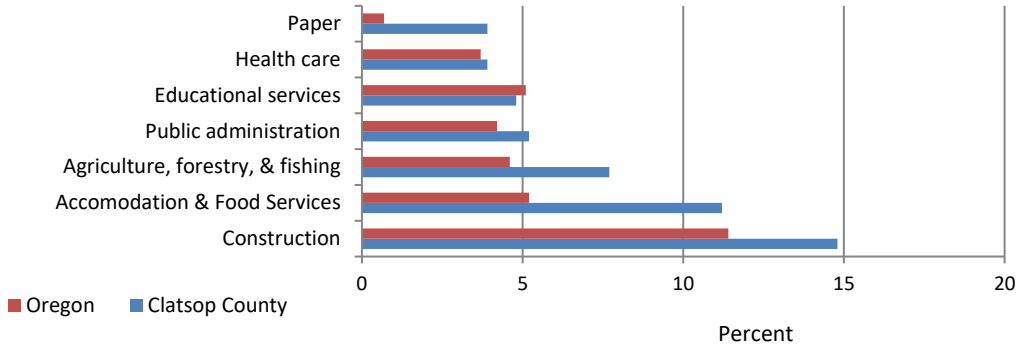
In accordance with the County Budget Policies, the Budget Committee and staff have worked diligently to find a balance wherever possible between cost efficiency and being able to provide quality public service in accordance with the Clatsop County mission which is: Neighbor to neighbor, serving Clatsop County with integrity, honesty, and respect.





Employment

The primary industries for Clatsop County are construction, forestry, fisheries, and tourism/recreation. The area is one of the principal marine fisheries regions of Oregon; however, like other northwest coastal resource-based communities, Clatsop County is working to diversify its economy to offset the loss of family-wage jobs in the timber and fishing industries.

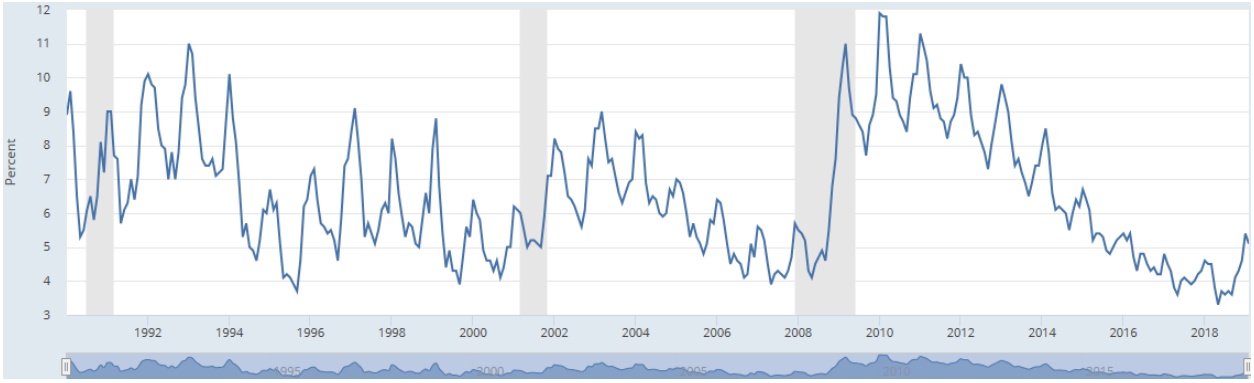


*Data Source: city-data.com

Some of today's major employers in Clatsop County include:

- US Coast Guard
- Georgia Pacific-Wauna Mill
- Warrenton Fiber Company
- Columbia Memorial Hospital
- Providence Seaside Hospital
- Astoria School District
- Seaside School District
- Clatsop County government
- State of Oregon
- Tongue Point Job Corp

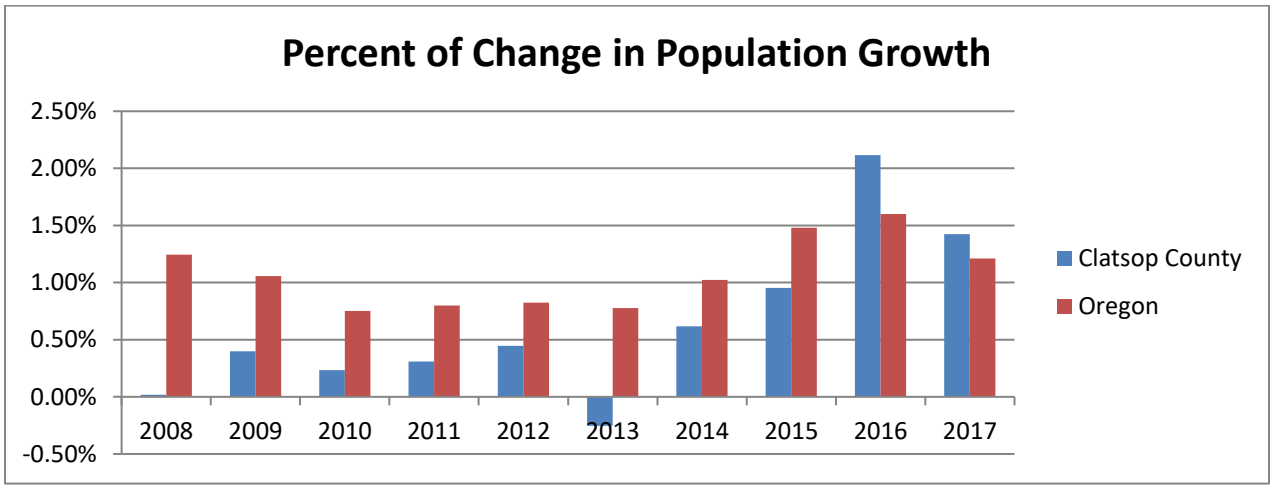
The chart below shows how Clatsop County, much like the rest of the state and nation, saw lower unemployment rates up until the recession beginning in 2008 at which point rates grew to 11.9%. The most recent data shows Clatsop County currently at 5.1% which is slightly higher than the 4.5% we saw last year at this time.



*Data Source: Federal Reserve Economic Data - FRED

Population

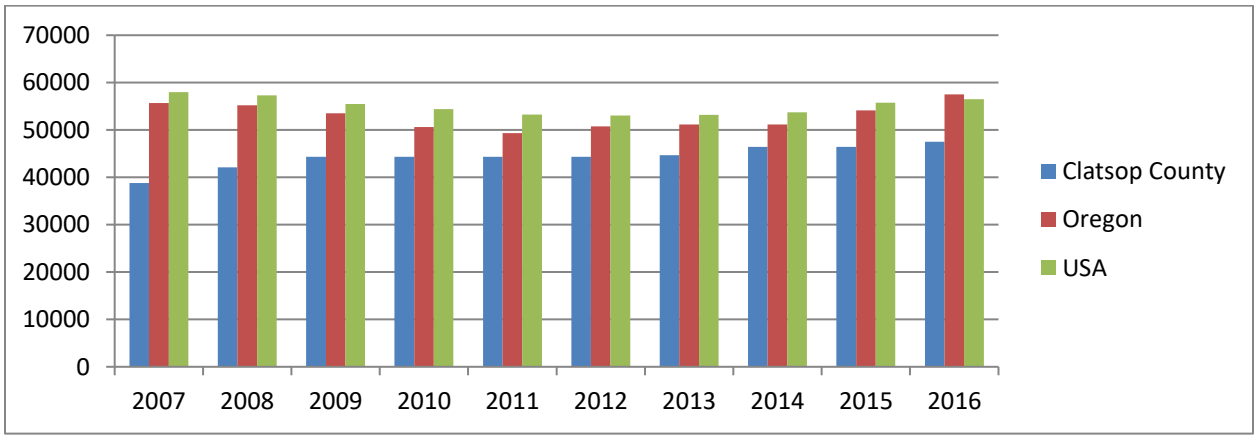
According to the most recent census, Clatsop County is home to a population of approximately 39,182, with approximately 61% living in urban areas and 39% living in rural areas. County population has increased by approximately 1.5% over the past 10 years. As shown in the following graph, the population growth of the county is similar to the rest of the state of Oregon seeing growth in the years leading up to the recession, followed by a declining population which coincides with increases in unemployment statistics. In 2017 Clatsop County saw 1.42% in population growth over 2016 statistics and has seen greater population growth than the state of Oregon overall for the last two years.



*Data Source: US Census Bureau

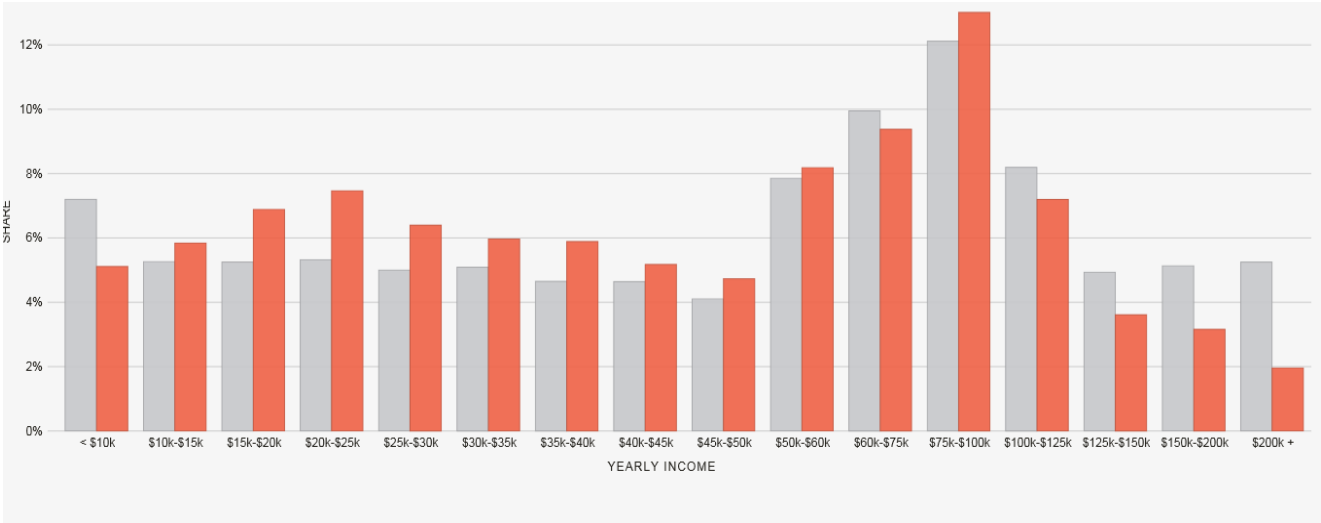
Household Income

Current data shows the County's median household income is $47,492, which is roughly $10,040 less than the median income for the state of Oregon, and $9,020 less than the U.S. average.



*Data Source: US Census Bureau

The median household income, as demonstrated in the following chart, is broken out by the following income distributions: within the county 13% earn a household income between seventy-five and one-hundred thousand and 9% earn an income between sixty and seventy-five thousand thousand, while approximately 78% earn a household income of less than sixty thousand.



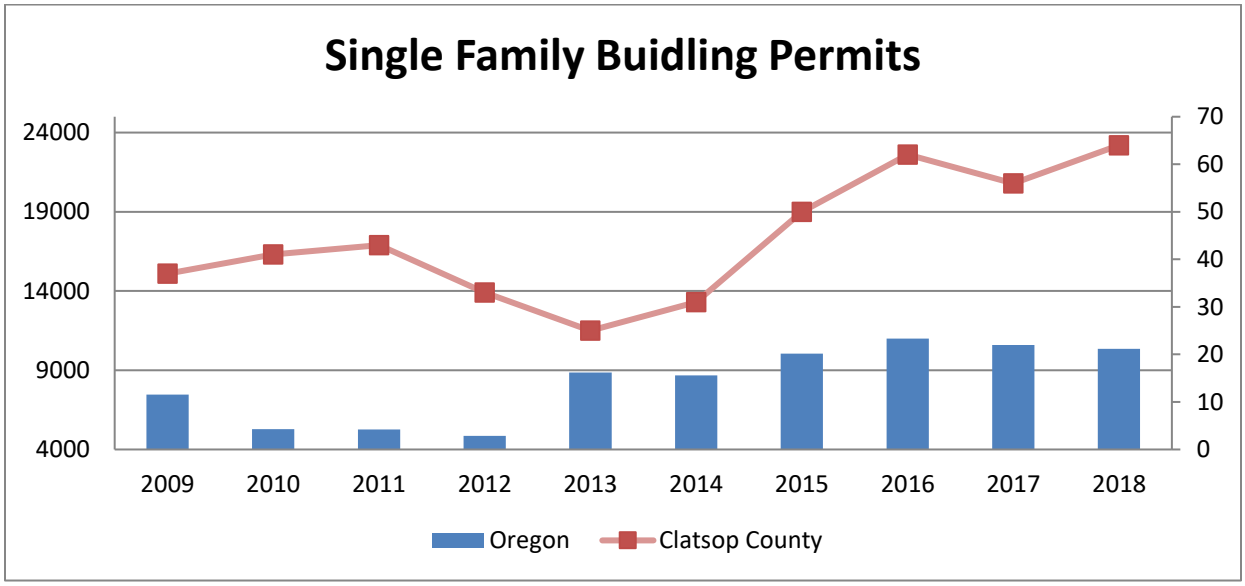
*Data Source: Datausa.io

Housing and Real Estate

Based on the most recent data, the median real market value for a home in Clatsop County is $250,112 versus $264,100 for the state of Oregon and $194,500 nationwide.

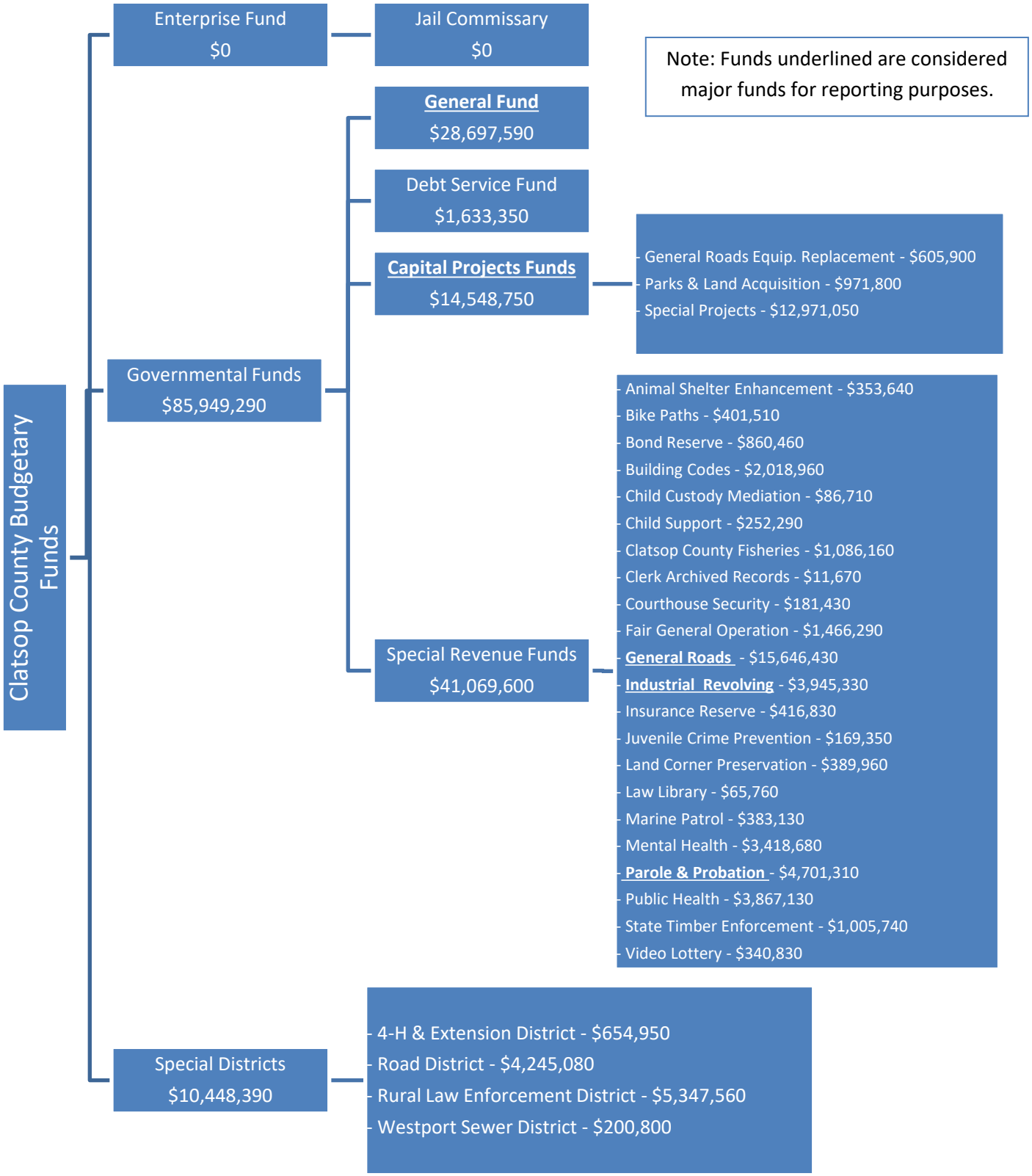
*Data Source: Datausa.io

As can be seen in the chart below, like the rest of the state, Clatsop County saw a significant decline in the application of single family building permits in 2008 but continues to see steady growth over the past several years, and is now back up to the prerecession 2008 level.



*Note axis on the right for Clatsop County is listed in 100's and the axis on the left for the state of Oregon is listed in the 1,000's.

BUDGET FUND STRUCTURE



DESCRIPTION OF FUNDS SUBJECT TO APPROPRIATION

General Fund (001 - major) - The primary operating fund of the County. This fund is used to account for all financial transactions and resources except those required to be accounted for in another fund. Revenues are derived primarily from property taxes, state and local – shared revenues, and charges for services. The organizational units included in the General Fund are:

- Board of Commissioners
- Board of Property Tax
- County Tourism
- County Manager
- Human Resources
- Assessment & Taxation
- Property Management
- County Counsel
- Clerk –Admin & Elections
- Clerk – Records
- Budget & Finance
- Information Systems
- Building & Grounds
- Parks
- Dues & Special Assessment
- Surveyor
- District Attorney
- Medical Examiner
- Sheriff Support Division
- Sheriff Criminal Division
- Corrections
- Jail Nurse
- Juvenile Department
- Work Crew
- Planning Department
- Emergency Management
- Animal Control
- Transfers to Others
- Appropriations for Contingency

Special Revenue Funds - A governmental fund type used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

- Animal Shelter Enhancement (235) – public donations for adoption enhancement and capital projects
- Bike Paths (225) – required by ORS 366.514 to maintain 1% of State HWY funds for use on bike paths
- Bond Reserve (405) – accumulated resources and interest for future unfunded liabilities
- Building Codes (036) – enforcement of Federal, State, and local building regulations
- Child Custody Mediation (205) – function of the state courts to provide mandated mediation services
- Child Support (009) – collects and enforces court orders as well as establishes orders for support and paternity
- CC Fisheries (039) – collaborates with State & Federal agencies to rear & release salmon smolts for harvest
- Clerk Archived Records (004) – five percent of recording fees to digitize records for the county archives
- Courthouse Security (209) – pursuant to OR law to direct and develop implementation of a plan for court security
- Fair General Operation (150) – hosts the County's annual fair as well as various local events year round
- General Roads (002 - major) – maintain and improve county road and bridge infrastructure
- Industrial Revolving (325 – major) – Funded by land sales and spent in accordance with ORS 275.318
- Insurance Reserve (105) – Worker's Comp dividends reimbursed used to pay toward claims & reduce premiums
- Juvenile Crime Prevention (020) – grant funded to prevent and reduce juvenile crime
- Land Corner Preservation (120) – maintains records of all surveys to a particular corner from 1800's to present
- Law Library (230) – provides free public access to internet based legal research as well as print materials
- Marine Patrol (027) – grant funded to provide marine safety and marine law enforcement
- Mental Health (033) –assure services for drug & alcohol treatment, developmentally disabled, and mentally ill
- Parole & Probation (024 - major) – supervise felony and misdemeanor offenders placed on parole
- Public Health (007) – assure the health status of Clatsop County by guaranteeing access to health services
- State Timber Enforcement (305) – retains 1% of forest trust land timber for law enforcement in state forests

- Video Lottery (206) – share of the OR Lottery proceeds to be used for Economic Development per ORS 461.547

Debt Service Funds (400) – A governmental fund type established to account and report financial resources that are restricted, committed, or assigned to the expenditure for principal and interest.

Capital Projects Funds – A governmental fund type used to account and report for financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

- Special Projects (100 - major) – Largely funded by timber revenues for one time projects or capital items for the General Fund
- General Roads Equip. Replacements (102) – Allows for replacement of Public Works Equipment in accordance with replacement schedule.
- Parks & Land Acquisition (240) – Revenues from land sale and is dedicated to develop and operate the County Parks system in accordance with the parks master plan.

Enterprise Funds (140) – A proprietary fund type used to report an activity for which a fee is charged to external users for goods or services.

Special Services District Funds – A special purpose governmental unit that exists separately from, and with substantial administrative and fiscal independence from general purpose local governments and are governed by the Board of Commissioners. Each District adopts its own budget and the Board of Commissioners set the tax levy rate.

- 4-H & Extension District
- Road District #1 District
- Rural Law Enforcement District
- Westport Sewer District

Functional Areas

Public Safety & Justice

-District Attorney
-Child Support
-Medical Examiner
-Sheriff Support
-Sheriff Criminal
-Corrections
-Jail Nurse
--Emergency Mgmt
-Animal Control
-Animal Shelter Enhancement
-Marine Patrol
--Juvenile Dept.
-Juvenile Crime Prevention
-Law Library
-Parole & Probation
-Courthouse Security
-State Timber Enforcement
-Child Custody Mediation

Public Health

- Community Health
-Tobacco Prevention
-Immunization
-Harm Reduction Program
-Babies First
-WIC
-Family Planning
-Household Hazardous Waste
-Emergency Preparedness
-Onsite Sewage Systems
-Environmetal Health
-Developmental Disabilities
-Mental Health
-Drug & Alcohol Prevention

General Government

Commissioners
-Board of Property Tax Appeals
-Assessment & Tax
- Property Mgmt.
-Clerk - Admin & Elections
-Clerk Records
-Clerk Archived Records
-County Manager
-Human Resources
-County Counsel
-Budget & Finance
- Information Systems
-Building & Grounds
-Dues & Special Assessment
-Transfer to Other Funds
- General Fund Stabilization
-Insurance Reserve
-Debt Service
-Bond Reserve

Land Use, Housing, Transportation, Economic Development & Capital

-Roads Admin & Support
-Road Maint. & Construction
-Surveyor Land Corner
-Bike Paths
-Planning Division
-Building Codes
-County Tourism
-CC Fisheries
-Video Lottery
-Industrial Revolving
-Special Projects
-Fleet Replacement
-Equipment Replacement

Culture & Recreation

-Fair General Operation
-Parks Maintenance
-Parks & Land Acquisition

SERVICES APPROPRIATELY FUNDED BY DISCRETIONARY RESOURCES

Public Safety & Justice
District Attorney (Child Support Enforcement, Criminal Prosecution, Medical Examiner)
Emergency Management
Juvenile Department (Juvenile Counseling)
Sheriff (Corrections, Criminal and Support division, Jail Nurse, Animal Control)

Public Health
Community Health
Family Planning
WIC Program

Land Use, Housing, Transportation, Economic Development & Capital
Community Development (Local Planning & Development Review)
Fleet Replacement
Public Works (Surveyor)
Special Projects

Culture & Recreation
County Parks Maintenance

General Government
Assessment & Taxation
Board of Commissioners
Budget & Finance
Building & Grounds
County Manager (Human Resources, Information Systems)
County Counsel
Clerk & Elections
Dues & Special Assessments

SERVICES APPROPRIATELY FUNDED BY DEDICATED RESOURCES

Public Safety & Justice
Courthouse Security
Child Custody Mediation
District Attorney (Child Support Enforcement)
Juvenile Crime Prevention
Law Library
Sheriff (Marine Patrol, Parole & Probation, Animal Shelter Enhancement, State Timber Enforcement)

Public Health
Health Department (all)
Developmental Disabilities
Drug & Alcohol Prevention
Mental Health

Land Use, Housing, Transportation, Economic Development & Capital
Clatsop County Fisheries
Community Development (Regional Planning, Building Codes)
County Tourism
Industrial Development Revolving
Public Works (General Roads, Public Land Corner, Bike Paths)
Video Lottery

Culture & Recreation
County Fair
Parks & Land Acquisition

CLATSOP COUNTY
IMPLEMENTING DIRECTIONS
ADOPTED
2019-20 BOCC BUDGET POLICIES

I. Clatsop County Budget Process:

The budget process and resulting budget document reflect the County's priorities for the coming fiscal year as established by the Board of County Commissioners. The budget document, in its entirety, serves the citizenry as a Policy Document, Operations Guide, Financial Plan, and Communication Device.

The County will adopt a balanced budget for all funds. A balanced budget is defined as a budget where planned expenditures do not exceed the amount of resources available in accordance with state law.

II. Budgets Supported by the General Fund:

A. General Fund Emphasis: The highest priority shall be to conserve General Fund discretionary resources to fund priority programs. The goal shall be to prepare a budget that maintains existing higher priority programs supported by the General Fund while at the same time seeking savings wherever possible.

B. Cost Efficiency: Management will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.

C. Base Budget Calculation: General Fund Departments will be provided a base budget amount and are required to submit budget proposals that are not more than the base amount. The base allocation is calculated using departments adopted 2018-19 budgets and includes any known adjustments, either increases or decreases, in expenses for the coming budget cycle.

1. Staffing Levels: The base budget includes a "status quo" position type and FTE (Full-Time Equivalent) count. Any requested changes for the coming year will need to fit within their base budget amount and be authorized by the Board.
2. Materials & Services: The base budget does not include an increase for materials and supplies above the current 2018-19 budgeted levels. Departments should critically examine past spending patterns to see if possible increases or decreases are necessary.
3. Personnel and Work Program Justification: Personnel or program expenditure changes that departments cannot fit within their base budget allocation must be submitted along with their budget submittal using the provided Personnel and Work Program Justification form. Each request will be evaluated by the Budget and Finance Department and the County Manager for inclusion in the 2019-20 budget submittals to the Board.

D. Revenue Estimates: Departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to Budget and Finance on a timely basis. Accuracy in revenue/expenditure estimates is critical. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year. One-time resources should only be used for one-time expenditures/uses, and recurring resources should be used for recurring expenditures/uses.

E. Pursuit of New Departmental Revenues: Departments shall pursue revenue sources to the fullest extent possible for all services using activity-based costing to determine all cost drivers, both direct and indirect, for fee setting purposes. Any new revenue sources should be used to offset the cost of existing staff and programs, rather than funding new staff or programs. Fee schedules will be reviewed annually to ensure costs are recovered.

F. Expenditure Reductions: In the event that reductions in revenues require expenditure reductions from the base budget level the County Manager will be guided by the Board's adopted Resource Management Strategy.

G. New Discretionary Programs: New discretionary programs should be included in the department's budget submittal using the Personnel and Work Program Justification form (see C3 above). The impact of new or expanded programs on overhead services (information system services, financial services, building/grounds maintenance, human resource services, budget services, etc.) shall be evaluated to determine if overhead services need to be increased due to the addition of new programs. The costs of increases in overhead services attributed to additional programs shall be included in the analysis of the total cost of new programs. Should outside funding for a program expire, the program may be terminated by the Board of Commissioners.

H. Full Cost Recovery: County staff shall make every effort to assign costs in the department where they occur through the use of interdepartmental/interfund charges and indirect cost percentage assignments. The intent is to clearly define the actual cost of each direct service the County provides internally or externally. The first priority is the recovery of overhead costs from all funds and grant programs and from County Service Districts, through the use of the County's Indirect Cost Allocation Plan.

I. Unexpected Budget Savings During the Year: Should a General Fund supported department experience savings during the year (due to position vacancies, etc.) to the extent possible that savings should not be spent and instead used to augment fund balance.

III. Non-General Fund Budgets:

A. General Fund Contributions: For activities or programs funded primarily from non-General Fund sources, Departments are to prepare budgets holding any General Fund contribution to no more than the amount provided in the current (2018-19) fiscal year, subject to the availability of funds. Whenever possible, reductions in General Fund contributions should be identified.

B. Revenue Reductions: Non-General Fund departments experiencing reductions in State-shared or federal revenues or other earned revenues should not include a General Fund contribution offsetting the reduction (for further information, see the Resource Reduction Strategy).

C. Revenue Estimates: Departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to Budget and Finance on a timely basis. Accuracy in revenue/expenditure estimates is critical. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year. One-time resources should only be used for one-time expenditures/uses, and recurring resources should be used for recurring expenditures/uses.

D. Overhead Cost Allocation Charges: All non-General Fund departments should budget the amount allocated to that department in the County's Indirect Cost Allocation Plan.

E. Cost Efficiency: As with the General Fund, staff responsible for non-General Fund budgets will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.

F. General Fund Transfer Savings: Budget and Finance will monitor and work with departments on the necessity of making all or some of the budgeted General Fund transfers to non-General Fund departments.

IV. Reserves and Contingencies:

A. Funding of Contingencies: At least 10% of the General Fund's appropriation, but not less than $1.5 million, shall be placed into the operating contingency with the expectation that most will not be spent and will become part of the 2019-20 beginning fund balance. The General Fund operating contingency for 2019-20 shall be increased if carryover resources are available in accordance with recommendations provided in the County's long-term financial plan. In addition, all non-general fund departments should have a minimum contingency target of at least 10% of total expenditures.

B. Use of Contingency: In all funds, no expenditure can be made using budgeted contingency prior to approval from the Board of County Commissioners. With the approval, the expenditure authority budgeted as contingency will be reduced and the appropriate expense account(s) will be increased by the same amount. Any request for use of contingency must address the following considerations:

1. Need: reason the expenditure is necessary in the current fiscal year.
2. Planning: reason this expenditure could not have been anticipated during the budget process.
3. Alternatives: besides contingency, how can the organization realistically fund this request and what are the impacts.

C. Unassigned Fund Balance: Maintain a minimum target of 20%, or equal to three (3) months of operations in the unassigned fund balance within the General Fund. This target fund balance shall be funded through excess revenues over expenditures, or one-time revenues.

1. The county will avoid the appropriation of fund balance for recurring operating expenditures. If at any time the utilization of fund balance to pay for operating expenditures is necessary to maintain the quality or level of current services, an explanation of the circumstances of the utilization of fund balance and the strategy to avoid the future use of fund balance will be included in the transmittal letter.
2. The use of unassigned fund balance may be used at the discretion of the Board of Commissioners to:
    a. Provide temporary resources in the event of an economic downturn while expenditure reductions are implemented.
    b. Provide resources to meet emergency expenditures in the instance of earthquake, fire, flood, landslides, or other natural disasters.

D. Special Projects Fund: Retain no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund, not to exceed the amount required to support the current level of General Fund services. Additional timber monies shall be transferred to the Special Projects Fund, only in an amount necessary to meet the anticipated capital requirements for the 2019-20 FY, where the monies will be used to fund General Fund capital projects and other one-time expenditures. Ongoing operating expenditures will not be funded using the Special Projects Fund.

E. General Fund Resource Stabilization Account: Maintain an organizational unit within the General Fund to set aside timber revenue resources that are in excess of the fifteen (15) year low and once Special Projects needs have been identified, to provide a long term resource for General Fund operations in the event timber revenues received are insufficient in the future. The General Fund Stabilization Account will be used to meet General Fund financial commitments in any year when the County's timber revenue projection is less than the total amount of current year commitments including the amount provided to the General Fund for operations as set forth in Section IV D.,

above and any debt payment obligations. In order to be fiscally responsible as well as fiscally responsive to potential decreases in timber sales, the County's target for the General Fund Stabilization account with carryover fund balance resources is $2 million. Should resources in the General Fund be insufficient to meet budgeted needs and use of funds within the Stabilization Account cause the account to drop below the $2 million dollar threshold expenditure reductions will be evaluated based on the Resource Management Strategy and the priority service levels identified by the Board of Commissioners.

V. Matching Funds:

A. County Share: If State funding is reduced, there should be no increased County share for programs funded primarily from non-General Fund sources. The exceptions would be for high priority programs identified in the Resource Management Strategy or any mandated increases in the County share. Staff shall consider the effect of reducing the existing General Fund match to the lowest allowed by State/Federal mandates.

B. In-kind Contribution: In-kind resources already allocated by the county will be used first as matching funds for grant purposes. Hard dollar match resources will be used last.

VI. Lobbying and Grant Applications:

A. Approval to Pursue: County Manager's Office approval is necessary before appointed County representatives and employees pursue lobbying efforts on matters having budget implications, and before grant applications are submitted to the granting agency. Elected department heads should advise the Manager's Office before official positions are taken on matters that might have budget implications.

B. General Fund Matching Funds: General Fund match or share of the cost of a grant project may not be included in grant applications without the prior review and approval of the County Manager or designee.

VII. New Positions and Programs:

A. Considerations of New Positions and Programs: Consider new positions and programs only if the cost of the position or program is offset by non-General Fund sources legally tied to the new position, or if the cost of the position is offset by new external revenues, and the position is required to generate those revenues, or is pursuant to item II.G., above. Cost estimates for new positions will include office facility space, equipment, rent, utilities, supplies, related increases in overhead services (as identified in II.H. above), etc.

VIII. Mid-Year Budget Reductions:

A. Revised Revenue or Expense Estimates: If additional information concerning revenue reductions or significant expense increases becomes available after the start of the 2019-20 fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the Board's adopted Resource Management Strategy.

IX. Mid-Year Requests, General Fund Contingency:

A. Non-Emergency Requests: In those cases where a department is required to absorb an unanticipated cost beyond its control of a non-emergency nature, departmental resources must first be exhausted prior to a transfer from General Fund contingencies. Upon conducting a final financial review of departmental budgets towards the end of the year, a transfer from contingency may be made to cover unanticipated costs that could not be absorbed through the year.

B. Emergency Requests: Emergency requests during the fiscal year will be submitted to the Budget and Finance Department for recommendation and forwarded to the County Manager and Board of Commissioners for consideration.

X. Employee Salary Adjustments:

A. Cost of Living Adjustment: Budgeted personnel services expenditures will include an amount to account for a cost of living adjustment for all employees. The amount budgeted for this purpose will take into account the most recent consumer price index information available at the time the budget is prepared, existing collective bargaining agreements, and other relevant information.

B. Step Adjustments: Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee adjustments will be in accordance with union contracts as well as applicable salary schedules.

XI. Budget Controls:

A. Legal Compliance: The County Budget Officer or designee will continue to review and control departmental budgets to ensure legal compliance with all applicable rules and regulations.

XII. Contribution(s) to Outside Agencies:

A. The Board, to the extent resources are available, may allocate up to $30,000 in General Fund resources for contributions to outside agencies or organizations.

XIII. Discretionary Resources:

A. Maximize Board's Discretion: Wherever legally possible, revenues are to be treated as discretionary resources, rather than as dedicated to a particular program or service. The goal is to give the Board as much flexibility as possible in allocating resources to local priorities.

XIV. Dedicated Resources

A. Room Tax Revenues: 7% of the 9.5% room tax monies are not legally dedicated to fund particular programs or services and would fall under discretionary resources. The additional 2.5% is to be distributed as directed by HB 2267 which allows 70% of the new revenue to be used to fund tourism promotion or tourism-related facilities. The remaining 30% of the increase can be used in a discretionary manner and under the Board's direction is intended to be used to fund storm water drainage and improvements to public roads primarily in Arch Cape, or any legal costs associated with legal action taken by citizens of unincorporated Clatsop County against the county on land use issues.

Per Ordinance No. 2018-07 a county-wide tax of one percent is being imposed on transient lodging (room tax). Of this one percent tax increase, a portion of the 70% to be used to fund tourism promotion or tourism-related facilities shall be distributed to the Cities within which the tax was collected from. The remaining 30% collected for General Fund purposes shall be used for jail operational costs.

B. Video Lottery Revenues: Video Lottery monies must be used to further economic development, as defined by the Board. The Board recognizes that a wide variety of County programs and services further economic development, by helping to create a climate that makes economic development possible. The first priority for use of video lottery monies will be those existing or new high priority County programs, services, or projects that the Board finds are supporting economic development in the County.

C. Parks Land and Acquisition Maintenance Fund: Spending priorities for the Parks Land and Acquisition Maintenance Fund are as follows:

1. Matching funds for grants for new or existing Parks facilities that generate revenue;

2. Urgently needed maintenance of existing parks facilities; and

3. Recognition that a portion of the fund be used to support parks operating expenses.

When the Parks operation begins to generate revenue beyond the amount needed to cover actual operational costs without General Fund support, the excess amount will be returned to the Parks Land and Acquisition Fund to support parks acquisition and/or major improvements.

D Industrial Revolving Fund: These monies are to be spent pursuant to ORS 275.318(3) which includes:

1. Engineering, improvement, rehabilitation, construction, operation or maintenance, including pre-project planning costs, of any Industrial Facility as defined in ORS 271.510 and specifically including off-site transportation or utility infrastructure that is necessary or appropriate to serve a development project.

E. Use of Dedicated Funding Sources: Whenever legally possible, transfer funding responsibility for existing programs or activities to appropriate dedicated funding sources, freeing up scarce discretionary resources to fund Board priorities.

XV. Unappropriated Ending Fund Balances:

A. Limit Unappropriated Ending Fund Balances: To provide the most budget flexibility during the year, limit the use of unappropriated ending fund balances to circumstances where they are required by law. Rather than use unappropriated fund balances, the goal should be to place any monies not needed for current expenditures in the relevant funds' operating contingencies.

XVI. Performance Based Budgeting:

A. Performance Measures: In accordance with the county's long-term financial plan, key performance indicators should be included as part of the budget materials for all organizational unit budgets where key performance indicators can be identified. Key performance indicators should focus on outcomes rather than outputs.

CLATSOP COUNTY RESOURCE MANAGEMENT STRATEGY

STRATEGIC PLAN

Guiding Policies & Principles

1. Recognizing its financial limits, the County will make a distinction between two different types of services: those that are funded primarily from County discretionary resources; and those that are funded primarily from dedicated resources:

   * County discretionary resources fund traditional county services that have historically been funded by discretionary resources, and are not services that generate significant revenues from fees or other sources. The County will fund these programs primarily from discretionary resources.

   * Dedicated resources (e.g., fees, grants, state-shared revenues) are traditional county services that have historically been funded primarily with dedicated resources, or if they are traditional county services and may generate significant revenues from fees or other sources. Frequently, these services will be state or federal programs that the County administers locally, such as Parole & Probation. The County will fund these programs primarily from dedicated resources. Exceptions may be made, on a case-by-case basis, only by the Board of County Commissioners. One criterion will be whether the County would incur more significant discretionary costs in another part of the system by failure to provide discretionary support to a county-wide service funded by dedicated resources.

2. The County's priority services funded by discretionary resources are listed below with first preference to statutorily mandated services:

Priority	Functional Area
1	Public Safety and Justice
2	Public Health
3	General Government
4	Community Development, Land Use, Transportation, Housing, Economic Development, and Capital
5	Culture and Recreation

As additional discretionary resources become available, the County will consider the priority of functional areas as part of the decision making process in determining which programs will receive additional and/or new funding.

The County's overhead programs will not be prioritized, but will be sized to the need and size of the overall organization.

3. Generally, wherever possible, the County's goal is to make fee-supported programs self-sufficient. This includes recovering those programs' appropriate share of the County's overhead costs.

4. Where legally possible, the County will consider using dedicated resources to fund high priority programs related to the purpose for which the dedicated funds are received.

RESOURCE MANAGEMENT STRATEGY

General Policies and Principles

1. When faced with a potential reduction in resources, the County's goal is to continue to provide high priority services in a professional, effective and efficient manner. Consequently, to the extent possible, across-the-board reductions in expenditures will be avoided. Reductions will be made on a case-by-case basis, focusing on each individual program or service.

2. Expenditure reductions will attempt to preserve the higher priority functional areas as much as possible; however, all functional areas may have to share in the overall need for reductions. Wherever possible, it will also be the County's goal to reduce the quantity of a service being provided, rather than the quality of service (e.g., limit the number of recipients of a service, rather than the quality of service provided to the remaining recipients).

3. For purposes of the 2019-20 fiscal year budget, the County will not consider seeking voter approval for a new or increased broad-based discretionary revenue source (such as a new property tax base, sales tax or real estate tax) to offset any reduction in revenues.

4. Recognizing that it is not prudent to fund current operations at the expense of long-term capital or planning programs, every effort will be made to continue capital and planning programs geared to the County′s long-term needs.

Resource Management Priorities

If, as a result of loss of a significant amount of discretionary resources, expenditure reductions become necessary, those reductions will be made roughly in the following order:

1) First, County contributions to outside organizations will be reduced or eliminated. If this proves insufficient, then

2) Moderate reductions in discretionary support will be made on a case-by-case basis. These reductions will focus first on programs funded by dedicated resources and then low priority services funded by discretionary resources. Reductions made at this point will generally not have a significant impact on service levels. If this proves insufficient, then

3) Any discretionary funding for County-wide services that are funded by dedicated resources will be reduced or eliminated. This may apply to programs or activities expanded or started with discretionary resources within the last few years. Exceptions

may be made on a case-by-case basis, by the Board of County Commissioners. One criterion will be whether the County would incur more significant costs in another part of the system by failure to provide discretionary support to a County-wide service funded by dedicated resources. If necessary, where legally possible the County will consider turning these programs over to the state. If this proves insufficient, then

4) Discretionary funding for programs funded by discretionary resources will be reduced or eliminated. To the extent possible, funding reductions will attempt to preserve the higher priority functional areas as much as possible; however, all functional areas may have to share in the overall need for reductions. If necessary, the County will consider turning programs over to the state where legally possible. County service area priorities with first preference to statutorily mandated services are:

Priority	Functional Area
1	Public Safety and Justice
2	Public Health
3	General Government Direct Services
4	Community Development, Land Use, Transportation, Housing, Economic Development, and Capital
5	Culture and Recreation

General Government overhead will be sized to the needs and size of the rest of the organization. If this proves insufficient, then

5) A reduced County workweek will be proposed to achieve salary savings.

If, due to a loss of state-shared revenue, significant expenditure reductions become necessary in programs that are primarily the state's responsibility, then the County will consider returning responsibility to the state for operating those programs.

CLATSOP VISION
2030TOGETHER

OVERARCHING VISION

IN **2030**, we celebrate Clatsop County's unique regional and maritime setting and its distinct communities, finding common ground in our shared values and local identities. We protect and enhance our scenic beauty and natural resources as the foundation of our prosperity and outstanding quality of life. We create good jobs and economic opportunity through carefully planned, equitable growth where the benefits remain in our community. Our strong, well-funded schools, expanded higher education system, and a well-educated, diversified workforce guarantee our success by anticipating future local needs. We plan wisely for our local communities, concentrating development in existing urban areas, while preserving our ocean, shorelines, wetlands, forests, rivers and scenic corridors. We rejoice in sharing our local culture and history, including art, music, theatre, dance, and festivals. We assure access to excellent health care, public safety and recreation for all our residents, and are prepared for any emergency that may come our way. **TOGETHER**, we ensure that Clatsop County will remain our shared home – a special place where future generations grow together as we live, work, recreate, contribute and thrive.

CLATSOP VISION
2030TOGETHER

CORE COMMUNITY VALUES

Natural Setting. We value our natural beauty, limited natural resources, forests, rivers, wildlife, open spaces, fertile land, and clean air and water.

History, Arts and Culture. We value our unique location, rich history, arts and cultural influences, and the connections they provide to both our past and future.

Aquatic Environment. We value our aquatic environment, the ocean and rivers, wetlands and estuaries, and our maritime and fishing heritage and traditions.

Quality of Life. We value livable and affordable communities, appropriate constraints on over-commercialization, and the ability to find peace and tranquility.

Community Atmosphere. We value friendly people, distinct small towns, tight-knit communities and neighborhoods, and knowing and supporting our neighbors.

Caring People. We value compassionate, caring people, the willingness to reach out and help others in the community, and being a place where everyone can flourish.

Living Wage Jobs. We value living wage jobs that enable working people to be thriving, productive, and contributing members of the community.

Excellent Education. We value excellent schools and teachers, opportunities for higher education, lifelong learning, and the development of new knowledge and skills.

Accessible Health Care. We value healthy communities with accessible and affordable health care in every community throughout the county.

Safe Communities. We value safe, secure and resilient communities that are prepared for potential emergencies and natural disasters.

Recreational Opportunities. We value equal access to nature for all, close-by natural and developed parks with hiking trails, and other healthy outdoor activities.

Civic Spirit. We value a 'can-do' spirit, engaged citizens and problem-solvers, volunteerism, and abundant opportunities to contribute to the community.

Good Planning. We value human-scale planning, managed growth in harmony with existing communities, efficient and sustainable use of resources, and good public transportation.

CLATSOP VISION
2030TOGETHER

FOCUS AREA VISIONS

VISION FOCUS AREAS

ECONOMY & JOBS

In 2030, Clatsop County *has a diverse, stable economy that produces good living-wage jobs, allowing people of all ages and incomes to live here and thrive. Our economy balances the county's natural resource base with its scenic beauty – and growth with the long-term sustainability of our environment. We recognize the importance of our traditional industries, such as forestry, fisheries and tourism, while transitioning to the emerging economy of the 21st century. While maintaining our status as a maritime and forest products center, we also promote "value-added" industry and light manufacturing in appropriate locations. Newer, innovative enterprises are drawn here for both our natural environment and skilled workforce, and our prosperity builds on our rich culture, historical traditions, and vibrant arts and culture scene.*

ARTS, CULTURE & HISTORY

In 2030, Clatsop County *arts and culture reflect the essence of this place – its scenic beauty and natural resources, rich history and cultural traditions, and diverse and creative people. The arts are truly embedded in the county, its communities, and its educational system. They are also an integral part of our emerging economy. Artists, craftspeople, designers, graphic artists, and "creatives" can earn a good living here, contributing to the diversity and vibrancy of our economy. We celebrate our culture through art, music, theatre, dance, performance, literature and poetry – and through our museums, galleries, historical and cultural attractions, schools and classrooms, festivals and events. We have greatly increased arts opportunities for our youth, and our arts and cultural facilities are well supported – and treasured – by the community.*

HEALTH, SAFETY & RESILIENCE

In 2030, Clatsop County *has a high quality of life that contributes to our general public health and safety. We lead the state as a center for active living and wellness, and in our capacity for personal growth, development and happiness. Access to good health care is assured across the county and in all its communities. Community health has been strengthened through education on lifestyle improvements, physical activity, and good nutrition. More people walk and bike for recreation and to get places. There are fewer incidents of smoking, alcohol and drug abuse, and mental illness. We are a safe, equitable and inclusive community, where people know, look out for – and reach out to – one another. We have achieved "food security," ensuring access to healthy, affordable food countywide. We have improved our law enforcement, fire and emergency services, and community members are fully educated and prepared for any emergency or natural disaster.*

EDUCATION & LEARNING

In 2030, Clatsop County *residents are better educated than ever, improving their lives and livelihoods. We take great pride in our capacity to learn in a variety of ways. Our schools are well funded and recognized for their academic strength. Our high schools have maximized their graduation rates. They provide students with multiple pathways to better jobs and*

higher education, and help them become active, contributing members of the community. Clatsop Community College is a uniting institution and catalyst in our community, with expanded vocational training offerings that prepare students to earn a living wage in the professions and trades, as well as worker re-training and lifelong learning for older students. A college education is accessible to all qualified local residents, who can now earn a four-year degree without leaving the county. Our libraries have significantly enhanced their educational, community and learning services with increased access and availability.

ENVIRONMENT, NATURAL RESOURCES & RECREATION

In 2030, Clatsop County *preserves its natural beauty and shares it with the world. We are rich in natural resources, with mountains, forests, rivers, ocean beaches, wetlands and estuaries, thriving wildlife, and plenty of clean, fresh air. Our natural environment is a key contributor to our quality of life. It presents unique opportunities for a vibrant yet sustainable economy that is in balance with nature. Our forestlands are sustainably managed, with portions permanently protected for their inherent natural value. Our parks and natural areas offer ample opportunities for outdoor recreation and healthy, active lifestyles. Our communities constantly connect us to our surroundings – set in nature, livable, and linked by walking paths and bike trails. This ever-present connection to nature sustains and inspires us to be better stewards of our environment.*

COMMUNITY DEVELOPMENT & PLANNING

In 2030, Clatsop County *maintains its quality of life through good planning and sustainable growth and development. Involved citizens, robust civic engagement, dedicated leadership, and strong partnerships make planning and community development succeed. New development in the county is focused on existing communities and urban areas, and zoning is clear, flexible and creative. Our infrastructure is modern and efficient, highway corridors are safe and well maintained, and public transportation is accessible and affordable. While our local communities have distinct character and identity, there is strong collaboration among them. Every community has a vibrant center, affordable housing, and is walkable, bikeable and transit-friendly. Our planning and development policies are attuned to the county's ongoing resiliency, responding to the continuing challenges of climate change, natural disasters and food security.*

Long-range Financial Plan Development

What is a "Long -range Financial Plan?"

A Long-range Financial Plan (LRFP) provides a "road map" for where Clatsop County wants to go financially and how it plans to get there, by combining financial forecasting with financial strategizing. The LRFP is intended to serve as a tool to identify problems and opportunities, and to provide the Board of Commissioners, citizens, and staff with the insight required to address issues impacting the County's financial condition.

Why does the County need a Long-range Financial Plan?

A Long-range Financial Plan is needed as a communication aide for citizens, staff, and rating agencies. When County Commissioners and staff receive questions from constituents, the LRFP will help provide answers that are consistent and factually supported. The LRFP clarifies the County's financial strategic intent and imposes discipline on decision makers by highlighting the cumulative effects of decisions.

Who benefits from having a Long-range Financial Plan?

- **Citizens –** Effective financial stewardship enhances the quality of life for the County – increasing the desirability of the County as a place to live.
- **Commissioners –** Long-range Financial Plans offer guidance to new Commissioners. The plan also serves as an ongoing context for the Commissioner decisions, thereby providing consistency and quality control.
- **Businesses looking to operate within the County –** Long-range Financial Plans increase certainty for business decisions which in turn increases the desirability of the County as a place to locate.
- **Department heads and staff –** Knowledge of the County's LRFP allows them to feel more secure in the County's financial future.

How was the Long-range Financial Plan Developed?

The County Commissioners set financial goals and priorities with input from the citizens. The LRFP Team relied on these goals and priorities to develop the LRFP for the Commission to adopt. The development of the LRFP was broken out in to the following major phases:

1. **Mobilization Phase:** This phase puts in place the cornerstones for financial planning which include resources to undertake the planning, preliminary financial analysis, definition of the underlying purpose of the planning process, the County's service-level priorities, financial policies, and the scope of the planning effort.
2. **Analysis Phase:** This phase focuses on the County's financial position, making long-term projections, and then analyzing the County's probable future position.
3. **Decision Phase:** This is phase is where the strategies, plans, and adjustments are created and agreed upon.
4. **Execution Phase:** This final phase carries the plan forward into action.

LRFP Implementation

With the uncertainties of the economy as well as revenue limiting measures that have affected the county, there are a number of financial challenges that involve the County's General Fund. The focus of the LRFP involves the following key issues:

- The fundamental financial and budgetary policies set to preserve, if not strengthen, the County's fiscal health and guide the future financial management of its operation,
- Opportunities to enhance existing and available revenue streams that equitably target cost recovery on individual beneficiaries in order to preserve general resources for greater public benefit,
- Guidelines for sustaining administrative expenditure levels in relative proportion to the direct public services provided,
- The purpose, condition, and future role of the County's General Fund reserves in sustaining and stabilizing adopted levels of service to the public, and
- Comparisons with other Oregon counties and best practices to ensure that Clatsop County is fully utilizing governmental resources within a range comparable to their neighbors elsewhere in the state.

Based on the above key issues the county has taken several strategies to address the opportunities and challenges that it faces and reevaluates these strategies on an annual basis. These opportunities and strategies include:

- Broadening the County's budget policy framework and budget information,
- Improving the County's Indirect Cost Allocation Plan to recover additional revenues,
- Taking action to set and increase fees,
- Consideration of other revenue sources,
- Increasing reserves, and
- Maintaining a separate unreserved fund balance in addition to the contingency budget in either the General Fund or Special Projects Fund.

Overview

The goal of this Five-Year Financial Forecast is to assess the County's ability over the next five years to continue to effectively provide services to the residents at current levels based on projected growth, to meet goals set by the Commissioners, and to preserve the County's long-term fiscal health. The forecast serves as a tool to identify financial trends, potential shortfalls, and arising issues so the County can proactively address them.

It is important to stress that this forecast is not a budget. The forecast provides an overview of the County's fiscal health based on various assumptions over the next five years and to provide the Board of Commissioners, Budget Committee, management, and the citizens of Clatsop County with a financial outlook beyond the annual budget cycle. The five-year forecast is intended to serve as a planning tool to bring a long-term perspective to the budget process. Responsible financial stewardship is imperative to provide for the current and future needs of the county. Forecasting is a useful method to help make informed financial decisions that will ensure the County's future vitality and economic stability.

The Government Finance Officers Association (GFOA) recognized the importance of combining the forecast of revenues and expenditures into a single financial forecast. The GFOA also recommends that a government should have a financial planning process that assesses long-term financial implications of current proposed policies, programs, and assumptions in order to develop appropriate strategies to achieve its goals.

Forecast Methodology

Economic forecasting is not an exact science. Rather, it is dependent upon the best professional judgment of the forecaster. To enhance the accuracy of projections, the County identifies factors that contribute to changes in revenues and expenditures, such as service demand by the public, the pace of development, inflation, personnel costs, and projected future events that will affect operations. A goal of forecasting is to neither be overly optimistic nor pessimistic when displaying revenues and expenditures.

While a forecast is designed to model the future, unforeseen circumstances and events do arise that affect the accuracy of the forecast. Examples of unpredictable items include such things as future interest rates and damage or destruction to the state forests within the county.

The forecast focuses on the County's General Fund and uses the adopted budget for the fiscal year (FY) 2016-17 as the base year of the forecast. The adopted budget for FY 2016-17 is then adjusted for various known items that have occurred since the Commission adopted the budget in June of 2016, and projections for 2016-17 are developed. The five-year forecast is then grounded by Commission intent and levels of service as reflected in the adopted budget, adjusted for updates to revenues and expenses as FY 2016-17 unfolds.

Common Assumptions

Fund Description

The General Fund houses the County's major services the public associates with local government – Tax & Assessment, Clerk & Elections, Sheriff's criminal and corrections divisions, the District Attorney's Office, Emergency Management, Community Development Planning, Budget & Finance, IT, Buildings and Grounds, Parks, as well as general management of the County Manager and Board of Commissioners.

The General Fund revenues are largely driven by property taxes, which in turn are based on assessed values and new construction. A property's assessed value includes real property, and personal property and equipment. Under the State constitution, the assessed value for real property is limited to 3% growth. The residential sector is assessed using real property, while the commercial and industrial sectors may include personal property and equipment.

The assessed value differs from a property's real market value. The real market value is an estimation of the price at which the property could most likely be sold. Taxes are levied at the lower of the assessed value or real market value. Therefore, property tax revenue is influenced by cycles in the housing market – especially on the downward side. As real market values fall below the assessed value, property tax revenue declines, because the taxes levied are based on the lower real market value. However, the upside is limited, because as real market values increase, property tax revenues are constrained by the State constitution's limit on assessed value growth of 3%. New construction is one aspect that can significantly increase property tax revenue above the assessed value limitations.

The General Funds expenditures are driven by the community's demand for service. As the county population grows, the need for additional service grows, and the County Board of Commissioners considers adding personnel and associated expenditures to meet the demand for service.

Additionally, maintaining current service levels also cause the level of expenditures in the General Fund to increase. Over time, cost pressures such as inflationary increases to supplies, fuel, utilities, etc., cause General Fund expenditures to increase. Cost-of-Living adjustments, merit increases, and benefit increases cause the cost of labor to increase over time.

The County engages in continual financial review and oversight to ensure that services provided are adequately funded. This five-year forecast provides a brief snapshot into the future to judge overall trends.

Revenues

In general, this forecast reviews the revenue sources to the General Fund. Per Board Policy timber revenues are to be budgeted at the 15 year low and any excess revenues received are transferred to the Capital Projects fund. In addition Oregon property tax limitation statute only allows for the growth of 3% per year. The five-year forecast assumes an increase of 2% per year to account for the 3% discount of payment in full as well as a historical 6% uncollected tax rate.

Expenditures

The business of county government is labor intensive; therefore projecting labor costs is a key component of this forecast. Key elements of this category include wages, retirement, and health insurance. This forecast assumes the County continues its current wage and benefit package. The forecast predict staffing salaries and wages will grow in general at a 2.5% rate. This is based on labor contracts, merit and step increases for staff, as well as maintaining the current staffing levels. Benefits and other costs such as F.I.C.A, workers compensation, and unemployment are assumed to increase approximately 10.4%.

One cost driver over the next five year period is the County's contribution to the Oregon Public Employee's Retirement System (PERS). As a result of the PERS portfolio not earning investment returns as originally hoped the anticipated contribution rate increases in the next two biennium's. PERS sets rates every two years, thus the contribution rate is fixed through June 30, 2019, but PERS has indicated to members that contribution rates are likely to continue to go up as a result of the unfunded liability amount in July of 2019 and forward. This forecast builds in contribution a contribution rate increase of 7%. Annual inflation for materials and services is assumed to be approximately 1% per year.

Clatsop County
General Fund - Five Year Forecast (preliminary)
FY 2020 - 2024

	Actual 2017/18	Projected 2018/19	Proposed 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24
BEG. FUND BALANCE	6,568,740	16,297,503	13,732,293	10,538,473	5,451,703	-110,517	-6,128,808
REVENUE:							
CURRENT YR PROP TX	8,709,263	8,750,080	9,213,950	9,398,200	9,586,200	9,777,900	9,973,500
PRIOR YR PROP TX	274,820	275,000	250,000	250,000	250,000	250,000	250,000
OTHER REVENUE	16,666,834	9,864,880	10,533,950	10,718,630	10,927,400	11,140,350	11,357,557
TRANSFERS IN	3,412,760	417,260	690,250	669,000	624,000	619,000	619,000
GF TIMBER REVENUE	2,183,650	2,183,650	2,183,650	2,183,650	2,183,650	2,183,650	2,183,650
TOTAL REVENUES	**31,247,327**	**21,490,870**	**22,871,800**	**23,219,480**	**23,571,250**	**23,970,900**	**24,383,707**
EXPENDITURE:							
PERSONAL SERVICES	14,078,055	15,969,800	17,788,370	19,917,100	20,630,600	21,370,700	22,138,100
MATERIAL & SUPPLY	3,449,697	5,895,190	6,086,730	6,147,600	6,209,070	6,271,160	6,333,880
SPECIAL PAYMENTS	563,209	259,250	249,470	251,970	254,480	257,030	259,600
TRANSFERS	3,427,603	1,931,840	1,941,050	1,989,580	2,039,320	2,090,300	2,142,560
CONTINGENCY	2,122,250	2,207,720	2,606,562	2,830,630	2,913,350	2,998,920	3,087,410
TOTAL EXPENDITURE	**23,640,814**	**26,263,800**	**28,672,182**	**31,136,880**	**32,046,820**	**32,988,110**	**33,961,550**
LESS:							
CONTINGENCY	2,122,250	2,207,720	2,606,562	2,830,630	2,913,350	2,998,920	3,087,410
NET EXPENDITURE	21,518,564	24,056,080	26,065,620	28,306,250	29,133,470	29,989,190	30,874,140
NET INCR. (DECR.) YEAR	9,728,763	(2,565,210)	(3,193,820)	(5,086,770)	(5,562,220)	(6,018,290)	(6,490,433)
END. FUND BALANCE	16,297,503	13,732,293	10,538,473	5,451,703	(110,517)	(6,128,808)	(12,619,241)
Surplus/(Deficit)	**14,175,253**	**11,524,573**	**7,931,911**	**2,621,073**	**(3,023,867)**	**(9,127,728)**	**(15,706,651)**

Clatsop County, through the Budget and Finance Department, maintains and implements the Budget Policies as well as the Strategic Plan/Resource Reduction Strategy set forth by the Board of County Commissioners. Independent of changing circumstances and conditions, these policies assist the County Commissioners and County Manager in decision-making. Overall, these policies help the County maintain financial stability and provide criteria for evaluating current activities and proposals for future programs. The Budget & Finance office ensures that revenue, expenditure, and debt management policies, listed below, are adhered to and implemented in accordance with GAAP/GASB standards. The Board of Commissioners Budget Policies and Strategic Plan/Resource Reduction Strategy can be viewed on the previous pages.

Revenue Policies

- The County shall seek to maintain a diversified and stable revenue structure.
- The County shall calculate and consider the full cost of services provided when establishing user charges and service rates. Such charges and rates will be reviewed regularly.
- Grants and contracts shall be pursued only for those programs and activities that address recognized needs and are consistent with the County's policies and scope of services.
- Billable revenues shall be processed in a timely manner to minimize negative cash flow impacts.
- One-time non-recurring revenues (from such items as asset sales, court settlements, tax collection, and "windfalls") shall only be allocated for one time projects or expenses.
- Revenues which are difficult to accurately predict shall be conservatively estimated in order to help avoid necessary budget adjustments later in the year if the budgeted revenues do not materialize.

Expenditure Policies

- The County shall strive to maintain current service delivery levels, especially for essential services, and improve priority services as finances permit.
- The County shall make every effort to minimize expenditure growth through the use of sound management techniques. We will encourage the implementation of technological or process improvements to reduce service costs without reducing service quality or quantity.
- Expenditure budget increases and reductions will be considered on a case by case basis.
- Expenditures shall be accounted for as necessary and appropriate to ensure adequate documentation for related revenue collections such as grant reimbursements, fee calculations, etc.
- Expenditure payments shall be processed within necessary timelines to avoid late fees and still maximize positive cash flow.
- Capital budgets will be developed with the consideration of, and pro-active planning for, the impact of capital spending upon the annual operating budget.
- The County shall pursue partnerships with other entities to increase the quality and/or quantity of services, and eliminate redundancies.
- Capital assets will be replaced on a cost effective and scheduled basis.

Clatsop County Debt Policy

The County must have the ability to borrow money in order to finance capital projects and improvements that cannot or should not be financed exclusively from current operating budgets. Establishing a formal debt policy ensures the County has the necessary financial flexibility while having the option to continue to invest within itself to maintain its strength and viability. Debt policies maintain consistency in financial decisions while establishing a standard operating procedure to guide daily financial activities. A debt policy enhances our position in debt-related matters and can serve as a means to establish credibility with bond rating agencies.

How Rating Agencies View a Debt Policy

Underwriting and municipal credit rating institutions base their evaluation of agencies upon its ability to ensure that new debt is incurred in a prudent manner while accessing their credit worthiness. This is particularly important if the County is to maintain or upgrade its present bond rating. Rating agencies have advised that one of the major criteria they use in evaluating credit worthiness is whether a local jurisdiction has the fiscal courage to adopt a formal debt policy which serves as a guideline for making decisions about how much new debt to incur or have outstanding at any given time. Generally, the criteria should relate to a conservative margin by which a county stays within state mandated debt limits. In summary, a local government should only borrow what it can afford and pay off that debt in a timely manner.

Debt Management

The following debt management policies were adopted by the Board of County Commissioners (BOCC) and provide the general framework for planning, reviewing, and structuring debt proposals.

- The County recognizes that there are no absolute rules that can substitute for a thorough review of all information affecting the issuance of debt. Debt decisions should result from a balanced consideration of all relevant factors.
- The County will issue debt as needed and authorized by the BOCC in a form related to the type of improvement to be financed: General Obligation Bonds, Limited Tax Obligation Bonds, Revenue Bonds.
- Where appropriate and approved by the BOCC the County will issue short-term notes, i.e. TAN's or BAN's, where subsequent definite source(s) of revenue exist. Such definite revenue sources could include, but would not be limited to: Approved grants, authorized but unsold long term debt, taxes anticipated to be received later in the current fiscal year, asset sales.
- Short-term debt should not have maturities greater than three years, should not be rolled over for a period greater than one year, and should not be issued solely upon speculation that interest rates will rise in the near future
- Where appropriate and approved by the BOCC the County may issue or utilize Certificates of Participation, Limited Tax Revenue Bonds, or Capital Leases.
- The County shall seek to qualify with an A+ bond rating so that borrowing costs are minimized and our access to credit is assured.

- The County will issue long-term debt only for the purpose of: Acquiring land, acquiring or constructing capital assets or improvements, making major repairs or renovations to existing capital assets, acquiring capital equipment/systems wherein the useful life extends beyond 1 year or refunding existing long term debt.
- If long-term debt is issued to finance capital improvement projects, to the maximum extent possible, it shall only be for those projects referenced in the County's Capital Improvement Plan.
- Long-term debt will be issued for a period not to exceed the useful life of the projects or improvements financed, but in no event beyond thirty (30) years.
- Bond maturity schedules should be structured to achieve total debt service payments which are level or only slightly increasing over time.
- To the extent possible given the unique nature of each bond issue, the County will attempt to issue bonds through a competitive bid sale.
- The County will comply with any and all federal and state laws and regulations regarding arbitrage and reporting requirements.
- The County shall, as a target, maintain an average life of ten years or less for all outstanding debt. In no event shall the total average life exceed 14 years.

Long-Term Debt

Long-term debt is defined as bonded indebtedness whose maturity is at least ten years from the issue date. Issues to be addressed in long-term debt planning may include, but not necessarily be limited to the following:

- Highest General Obligation Debt Strategy priority categories as identified in the County's Capital Improvements Program (CIP) shall be financed first. There should be an annual review and evaluation of high, medium and low priorities. Over time, general obligation (G.O.) debt strategy priorities may have to be adjusted as various factors and issues are identified.
- When developing funding strategies for categories of projects, the County should first use revenues unique to such projects, i.e.; grants, timber revenues, and gas tax for roads.
- A strategy to address general obligation bond funded priorities should relate to the financing of capital improvements caused by growth and must stay within prudent debt limits.
- Major new capital improvement projects and major rehabilitation projects shall be funded with general obligation bonds if no other revenue source can be utilized.
- The County shall not have general obligation debt at any one time outstanding, which is in excess of 2% of the County's real market valuation, current county RMV of $8.7B allows a debt limit of $174M. This limitation is consistent with the State statute's limitations on the County. In the event of catastrophic emergency, the County may have outstanding direct, property tax supported general obligation debt in an amount exceeding 2% of its real market valuation, but only in conformance with the provisions of ORS 287.054 and with the approval of the County's voters. Not only will this prevent an undue expenditure of taxpayer funds, it will also strengthen the County's position with regard to the financial community, especially rating agencies and underwriters.

- The total general obligation debt of Clatsop County will not exceed 50 percent of the total annual operating revenue.
- Every effort will be made to schedule even principal and interest payments for the repayment of debt so as to avoid fluctuations in debt service requirements and tax rates. Only in exceptional circumstances where it is to the taxpayers and the County's advantage will debt be scheduled on a non-even repayment basis. A policy of full disclosure will be followed in all financial reports and official statements for debt.
- Because debt financing involves long-term commitments, the projects that are financed through debt financing must have a useful service life that is at least equal to the debt amortization period. Therefore, debt financing shall be used only for capital expenditures and not for addressing maintenance items.
- Staff will evaluate the appropriate method of financing for each bond issue, considering all factors and select, in accordance with the Board of County Commissioners' authorization, the option that is the most economically favorable for the County.

Short-Term Debt

Short-term debt shall be issued for a term of 10 years or less. Enterprise funds should support needed capital improvements on a pay-as-you-go basis to the greatest extent possible. In the event short term debt financing is required, Certificates of Participation, Lease-Purchases, Limited Tax Revenue Bonds, Bank Qualified Financing or other debt instruments may be used as a short-term (1 to 10 years) method of borrowing for the financing of various County needs, such as fleet equipment, renovation or reconstruction of capital assets, specialized types of equipment purchases, communications, and data transmission systems. Each proposal for a short-term financing shall be evaluated on a case-by-case basis with findings presented to the County Commissioners prior to authorizing a financing. Issues to be addressed in short-term debt planning may include, but not necessarily be limited to the following:

- The extent to which the proposed improvement(s) either (a) extends the useful life of the facility(s) by greater than five years or (b) adds to the long term value of the underlying asset by an amount equal to or in excess of the cost of the improvement. Improvements may be one project or a series of projects, when performed as a package, extend the useful life by the required minimum.
- The extent to which a permanent, ongoing additional maintenance commitment is required in order to not lose the value and utility of the financed improvements during the time period in which the financing is outstanding.
- The extent to which an improvement(s) provides a long term solution to a problem or effectively arrests deterioration which might lead to structural failure, beyond which the process should not have to be repeated if there is appropriate preventative maintenance.
- The extent to which a primary pledge of the County's General Fund will impact revenues available for ongoing annual appropriations for General Fund operations.
- The extent to which a secondary pledge of the County's general fund is required for such a financing and the extent to which the additional short term debt outstanding at any time does not have the potential to unduly burden the County's General Fund.
- The extent to which the financing requires the retention of debt service reserves (either funded from borrowing proceeds or cash funded).

- The extent to which the financing requires the County to pledge to maintain revenues at levels sufficient to maintain usual and customary coverage ratios.
- The extent to which financing spreads the cost of the improvements between present and future users.

Interim Debt

Interim debt shall be issued for a term of less than 5 years. This borrowing may be utilized for temporary funding of operational cash flow deficits pending receipt of anticipated revenues or interim construction financing needs. Such borrowing may be in the form of: 1) a line-of credit at the County s depository bank, 2) tax anticipation notes, or 3) internal fund borrowings. Repayment will occur over a period not to exceed the useful life of the underlying asset or in any case no longer than five years from the issuance date of such obligations. The County will determine and utilize the least costly method for interim borrowing.

Statutory Limitations on Debt

Outstanding general obligation indebtedness of the County, other than enterprise revenue backed bonds, shall not exceed the limitations as specified in the Oregon Revised Statutes. The issuance of general obligation bonds shall comply with all existing laws and regulations with respect to publication and notification, voter approvals and any other requirements as specified in Oregon Revised Statutes.

Current Long-term Debt Obligations

Loan – Capital Lease with Dell: The County currently opts to lease computers through Dell Financial Services; the current lease option is for 3 years beginning FY 2019-20. The amount of this lease is $208,707 at an interest rate of 4.87 percent. This budget represents the 1st of 3 annual payments of interest and principal in the amount of $69,569. These costs are paid out of the following fund/org units/expense lines:

- 001/1650/82-2455: $50,070
- 002/3110/82-2455: $4,560
- 005/2191/82-2455: $870
- 007/4110/82-2455: $6,510
- 033/7156/82-2455: $780
- 036/7165/82-2455: $2,030
- 039/8500/82-2455: $870
- 024/2385/82-2455: $3,290
- 150/9300/82-2455: $580

Loan – Oregon Department of Environmental Equality: During fiscal year 2007-2008 Westport Sewer Service District took out a 20 year loan with the Oregon Department of Environmental Quality to upgrade the filtration system. The original amount of the loan was $112,250 with an interest rate of 2.81 percent. This budget represents the 13th payment of interest and principal in the amount of $7,800. These costs are paid out of Westport Sewer Service District Fund 385/5845.

Loan – Columbia State Bank: During fiscal year 2014-2015 the County incurred debt with Columbia State Bank over a 15 year period to remodel an existing facility so that it will be able to house the Sheriff's Office administration, evidence locker, and the Parole & Probation staff. The original amount of the loan was $2,000,000 with an interest rate of 2.87 percent. This budget represents the 6th interest payment and the 5th principal payment in the amount of $174,130. These costs are paid out of the Debt Service Fund 400/5855.

Loan – Oregon Business Development Department: During fiscal year 2018-2019 the County incurred debt with Oregon Business Development Department over a 5-year period to construct a Household Hazardous Waste facility. The facility will be available for residential and commercial use. The facility will charge a tipping fee to commercial users to pay for the annual operation of the facility as well as costs incurred for construction. The original loan amount is $255,000 with an interest rate of 3 percent. This budget represents the first year of both principal and interest payments made on a monthly basis for 9 months of the fiscal year. These costs are paid out of the Public Health Fund 007/4169.

General Obligation Bond – Series 2019: During fiscal year 2018-19 the Clatsop County voters approved a $20M general obligation bond to remodel and construct a larger jail located at the former Oregon Youth Authority facility located in Warrenton. The facility will be able to house approximately 150 inmates versus the current location that is maxed out at 60. The new facility will have increased classifications among the inmates as well as increased programming space for services to be offered to those being lodged in the jail. The amount being levied on tax payers is approximately .19/$1,000. The debt service amount due in the 2019-20 fiscal year is for interest only and is $1,200,087.22 and is being paid out of the Debt Service Fund 400/5855.

Capital Improvement Plan

The Capital Improvement Plan (CIP) is a blueprint used for planning capital expenditures for Clatsop County over the next five (5) years. The CIP is used to plan, budget, and finance the purchase and/or construction of large capital infrastructure, facilities, equipment and other fixed assets. The County uses this process to ensure these expensive, long-lasting projects/items are aligned with its strategic direction and long-term goals, and that resources are allocated in a conservative and efficient manner. A CIP is meant to be a planning tool which is reviewed and updated on an annual basis.

Before each potential project is included in the five-year Capital Improvement Plan, it is analyzed to determine its level of priority, financial impact on operations, operating expenditures, and revenues. The total costs of each potential project are identified as part of the capital budgeting process, and associated operating expenses are either included in the current operating budget, or reductions are taken elsewhere in the operating budget to absorb the additional operating costs. When applicable, these costs are clearly stated in the Department Overview section in the appropriate department's section of the budget document. Capital projects may result in a reduction to maintenance and operating costs or the impact will result in a cleaner environment, improved response time by public safety employees, and/or access to public buildings and public transportation by all citizens.

The CIP has the following benefits to the community:

- Facilitates coordination between capital needs and the operating budgets
- Avoids sudden changes in debt service requirements
- Identifies the most economical means of financing capital projects
- Increases opportunities for obtaining federal and state aid
- Relates public facilities to other public and private development policies and plans
- Focuses attention on community objectives and fiscal capacity
- Keeps the public informed about future needs and projects
- Coordinates the activities of overlapping organizational units to reduce duplication
- Encourages careful project planning and design to avoid costly mistakes and helps the County reach desired goals

Capital outlays are budgeted by individual funds in support of the CIP. As part of the budget process, all FY 2019-2020 capital requests have been approved by the Budget Committee and adopted by the Board of County Commissioners. The following table includes the projects/items with a value of $5,000 or more.

Every year, the CIP project list is developed from the existing CIP, Master Plans, staff, and Board of Commissioners. *Note: Only those projects from Master Plans that fall within the five-year period are included on the list.*

Summary of Significant Non-recurring Projects in FY 2019-2020

Project	Type of Project	FY 2019-20 Funding	Total Project Cost
Bucket Truck	Automotive	150,000	150,000
Chip Spreader	Automotive	295,000	295,000
Base Compactor	Automotive	160,000	160,000
Detective 4 WD SUV	Automotive	39,000	39,000
Land Purchase	Land	100,000	100,000
Loader Forks	Automotive	10,000	10,000
Snow Plow	Automotive	10,000	10,000
Public Health Vehicle	Automotive	20,000	20,000
Bugle Road Construction	Miscellaneous	1,000,000	1,000,000
Fire Door in Main Fair Building	Miscellaneous	5,900	5,900
Pavement - Fairgrounds	Miscellaneous	34,000	34,000
Truck - Fairgrounds	Automotive	10,000	10,000
Check Scanner-Property Tax Remittance	Office Equipment	25,000	25,000
ES & S Software Upgrade	Computer	8,700	8,700
Performance Goals/Workload Measures	Miscellaneous	60,000	60,000
Microsoft Office Pro Plus 2019	Computer	95,000	95,000
Countywide Computer Training	Computer	50,000	50,000
Replace VMWare servers	Computer	30,000	30,000
Website rebuild	Computer	50,000	50,000
Urgent Repairs	Building	95,000	95,000
Elevator Shaft Repair	Building	38,170	38,170
A&T and Clerk Security Upgrade	Building	228,000	228,000
Work Van – Buildings & Grounds	Automotive	46,200	46,200
Sheriff Office Painting	Building	15,000	15,000
Paint Animal Shelter	Building	25,000	25,000
Clean and Seal Brick at Courthouse	Building	25,000	25,000
Air Conditioning 820 Comp/Electrical Room	Building	10,000	10,000
Westport Park/Boat Ramp Development	Structures & Improvements	50,000	550,000
Parks Vehicle Replacement	Automotive	30,000	30,000
District Attorney's Office Storage	Office Equipment	21,800	21,800
Corrections Administrative Vehicle	Automotive	27,000	27,000
Jail Management System	Computer	125,000	125,000
Clatsop County Jail Relocation	Building	10,500,000	23,000,000
Juvenile Vehicle	Automotive	30,000	30,000
Comprehensive Plan Update	Miscellaneous	52,050	52,050
Code Compliance Specialist Vehicle	Automotive	27,000	27,000
Reserve/Debt/Indirects		1,268,130	1,268,130
TOTAL		**$14,765,950**	**$27,765,950**

Estimated Impact on the Operating Budget

Project	Type of Project	Estimated Operating Impact
Bucket Truck	Automotive	Slight decrease in annual maintenance and fuel costs
Chip Spreader	Automotive	Slight decrease in annual maintenance and fuel costs
Base Compactor	Automotive	Slight decrease in annual maintenance and fuel costs
Detective 4 WD SUV	Automotive	Slight decrease in annual maintenance and fuel costs
Land Purchase	Land	None
Loader Forks	Automotive	Slight decrease in annual maintenance and fuel costs
Snow Plow	Automotive	Slight decrease in annual maintenance and fuel costs
Public Health Vehicle	Automotive	Slight decrease in annual maintenance and fuel costs
Bugle Road Construction	Miscellaneous	None
Fire Door in Main Fair Building	Miscellaneous	None
Pavement - Fairgrounds	Miscellaneous	None
Truck – Fairgrounds	Automotive	Slight decrease in annual maintenance and fuel costs
Check Scanner-Property Tax Remittance	Office Equipment	Decrease in annual fees. Will recoup cost in 4 years
ES & S Software Upgrade	Computer	Increased annual fee offset by staff time savings
Performance Goals/Workload Measures	Miscellaneous	None
Microsoft Office Pro Plus 2019	Computer	None
Countywide Computer Training	Computer	None
Replace VMWare servers	Computer	None
Website rebuild	Computer	Increased staff time for build
Urgent Repairs	Building	None
Elevator Shaft Repair	Building	None
A&T and Clerk Security Upgrade	Building	None
Work Van – Buildings & Grounds	Automotive	Slight decrease in annual maintenance and fuel costs
Sheriff Office Painting	Building	None
Paint Animal Shelter	Building	None
Clean and Seal Brick at Courthouse	Building	None
Air Conditioning 820 Comp / Electrical Room	Building	None
Westport Park/Boat Ramp Development	Structures & Improvements	None
Parks Vehicle Replacement	Automotive	Slight decrease in annual maintenance and fuel costs
District Attorney's Office Storage	Office Equipment	None
Corrections Administrative Vehicle	Automotive	Slight decrease in annual maintenance and fuel costs
Jail Management System	Computer	Decrease staff time, increase efficiencies
Clatsop County Jail Relocation	Building	None
Juvenile Vehicle	Automotive	Slight decrease in annual maintenance and fuel costs
Comprehensive Plan Update	Miscellaneous	None
Code Compliance Specialist Vehicle	Automotive	Slight increase in annual costs with second vehicle

The list of all projects is prioritized by the County Management and then proposed to the Board and Budget Committee. All projects are prioritized using specific criterion pertinent to each system. These projects are ranked based on criteria ranging from public health and safety to funding partnerships. Each criterion is rated on a scale from 0 – 5 (see table on the following page). Projects are ranked on their individual scores and funding is applied to those with the highest scores. Those projects that are already under construction are not ranked generally it is assumed they are funded, unless annual capital expenditures are required.

Rating Criteria	High		Medium		Low	
SCALE	5	4	3	2	1	0
Public Health & Safety	The project eliminates a current and present health or safety condition.	Project reduces a current and present health or safety condition.	Project mitigates a potential public health or safety risk.	Project has no impact on public health or safety.	Project degrades public health or safety.	N/A
Environmental Impact	The project substantially improves the county's environment.	Alleviates an ongoing degradation to the environment.	Cleans up past degradation or prevents future degradation.	Has a negative impact on the environment which is mitigated.	Has a negative impact on the environment which cannot be mitigated.	N/A
Federal or State Mandates	The project is required to meet a state or federal permit or other enforceable requirement.	Is needed to bring a system component up to federal or state standards.	No state or federal standards apply to this project.	Does not make any progress toward meeting state or federal standards.	Moves the system further away from state or federal requirements.	N/A
Livability/Vitality Enhancements	The project improves county wide livability/vitality for all segments.	Improves county wide livability/vitality for most segments.	Improves livability/vitality for some segments.	Improves livability/vitality for few segments.	Does not improve livability/vitality.	N/A
Board Goals or Interest	The project is listed specifically as a Board goal.	Is needed to reach at least one goal.	Indirectly relates to one goal.	Does not relate to any Board goals.	Is contrary to a Board goal.	N/A
Community Interest	The project has wide community support.	Has mixed support for the project with most in support.	Has mixed support for the project with an even split of support and opposition.	People do not have an opinion (do not care) about the project.	Many people oppose the project.	N/A
Cost Effectiveness	The project will pay for its self over less than five years in reduced cost to the county.	Will pay for its self in less than five years in reduced cost to citizens.	Adds to operational cost but is the least life cycle cost alternative.	Adds operational cost but the cost is paid for with increased operational revenue.	Adds to operational cost without revenue offset.	N/A
System Reliability	Alleviate a risk that threatens life or would result in irreparable harm.	Alleviate a risk that results in severe property loss.	Alleviate a risk that results in minor loss of property.	Alleviate a risk of system failure causing inconvenience to the public.	Alleviate a risk of system failure causing inconvenience to county staff.	N/A
Implements a Master Plan	The project fully implements more than one recommendation in an adopted master plan.	Fully implements at least one recommendation in an adopted master plan.	Makes progress toward meeting master plan goals.	Does not implement a recommendation in an adopted plan or is not anticipated in a master plan.	Is not consistent with any adopted system plan.	N/A
STATUS						
Readiness to Proceed	The project is fully funded, is under construction or bids have been received.	Design is done, permits and right of way has been secured.	Is funded and ready to start but no work has been completed.	Has partial funding.	Is not funded.	N/A
Funding Partnerships	The project has grant funds awarded and will lose them if it does not proceed.	Is listed for a grant and is likely to receive funding during the budget cycle.	Is funded by a low interest loan that is time sensitive, or is eligible for a future grant.	Has multiple funding sources which are not time sensitive.	Is only funded from County resources.	N/A

CIP – General Principles and Coordination with County Policy

This document has generally been developed in accordance with the County's Financial Management Policies in addition to the following general principles that were utilized in preparing the CIP.

1. The CIP will be developed for a minimum of a 5-year period. As a plan, it must be seen as a flexible document that will be reviewed and updated on an annual basis. Items placed in the latter years of the CIP should not be seen as fixed commitments. In contrast, the first year of the CIP will become more of a capital budget.
2. The CIP will include an analysis of the availability of those funds on hand and other sources which will finance proposed capital projects. These include but are not limited to:
    a. Special Projects Fund
    b. Industrial Revolving Fund
    c. Parks Land and Acquisition Fund
    d. Rural Law Enforcement Fund
    e. Equipment Replacement Fund
    f. Video Lottery Fund
    g. Bike Path Fund
    h. Animal Shelter Enhancement Fund
    i. General Fund
3. As a goal, the County shall build and maintain an adequate level of cash reserves in the Special Projects Fund to adequately provide interim funding for major construction projects until permanent financing is received. The Special Projects Fund should not be used for funding projects that do not have a revenue source to repay the Special Projects Fund.
4. A threshold of $5,000 will be used to determine which items will be included in the CIP. Items below this dollar threshold will be included in the annual program budgets. (i.e., General, Health, Parole & Probation, etc.)
5. With vehicle replacements, a presumption will be made that each replaced vehicle will be sold when its replacement comes into service. To overcome this presumption, a clear rationale must be established for keeping such a vehicle. In some cases, a replaced vehicle will be kept until the end of the year such that it may be used by seasonal/temporary staff.
6. In the preparation of the CIP, dollar amount values should be stated in current year values only.
7. When the CIP calls for the use of bond proceeds to fund a project, facility, or for equipment, the CIP must also specify the repayment strategy for that debt obligation.
8. CIP projects proposed shall include cross-references to other existing plans or studies that demonstrate the need and cost basis for the proposed purchase/expenditure.

Vehicle and Equipment Replacement/Maintenance Guidelines

Clatsop County shall provide guidelines for the replacement and maintenance of vehicles and equipment in the county fleet. The guidelines will determine when existing vehicles and equipment will be replaced, so that it is done in a timely and cost-effective manner. The guidelines will assist in the county's preparation of the Capital Improvement Plan.

Clatsop County shall replace vehicles and equipment when they meet the established replacement criteria. The replacement of equipment and vehicles will be determined based upon recommended guidelines for the vehicle's age, mileage type, use and budgetary considerations. Vehicle replacement may also be determined on a case-by-

case basis and/or usefulness of the vehicle in the fleet. Replacement will be planned and approved through the budgetary process each year.

SUGGESTED CRITERIA AND GUIDELINES FOR VEHICLE AND EQUIPMENT REPLACEMENTS:

Construction Equipment: Replace units as necessary as they wear out or are safety concerns
Heavy Equipment (Grader, Loader): Replace after fifteen (15+) years
Light to Medium Tractors (Backhoe, Bobcat): Replace after eight (8) years
Mowing Equipment: Replace after six (6) years

Heavy Duty Truck – 5 ton or larger: Replace units fifteen (15) years or 100,000 miles (whichever comes first)
Medium Duty Truck – 1 ton to under 5 ton: Replace units after ten (10) years or 75,000 miles (whichever comes first)
Light Duty Trucks – less than 1 ton: Replace units after eight (8) years or 100,000 miles (whichever comes first)
Administrative Vehicles: Replace units after eight (8) years or 100,000 miles
Sheriff Vehicles: Sedan Units: Replace after four (4) years or approx. 150,000 miles
SUV & Truck Units: Replace after six (6) years or approx. 150,000 miles
Administrative Vehicles: Replace after ten (10) years or approx. 150,000 miles

- Future replacement costs are based on current year pricing estimates.
- Replacement costs include: Licensing fees, accessory equipment (lights, dump boxes, decals, hitches, etc.)
- Replacement costs do not include trade in or disposition values of units. Any revenue received through trade in or sale of the unit will be deposited in the equipment fund of the corresponding Org Unit and dedicated to future equipment purchases.
- Unmarked sheriff vehicles and administrative vehicles – consideration should be made for obtaining used units from rental companies, dealers, or auction.
- All vehicle replacements will be approved each year during the budget process.
- All vehicles will be rated and tested prior to replacing. Vehicles deemed to still be in good condition will remain in the fleet and reviewed the following year.

SUGGESTED CRITERIA FOR VEHICLE AND EQUIPMENT MAINTENANCE:

1. <u>Preventative Maintenance:</u>
   - Departments must follow the manufacturer's manual and establish maintenance schedules (within warranty guidelines) for each vehicle in their motor pool.
   - Maintenance schedules must include the following minimum requirements (which departments may voluntarily exceed): Chassis lubrication; oil change; filter replacement; and any other manufacturer-recommended replacement schedule.
   - Departments must maintain records on each vehicle under their control; those records should include complete and accurate maintenance information including work performed, replacement parts, and associated costs.
   - Departments must obtain vehicle services and replacement parts at the lowest possible cost or value to the county. Purchases and record keeping must comply with state laws and Generally Accepted Accounting Principles.
   - Departments may service county-owned passenger vehicles at the Public Works Shop or any authorized vendors.

2. Day-to-Day Maintenance Guidelines:
   - Drivers should perform routine vehicle care every day, trip, or week. Daily maintenance includes:
     - Keeping the interior of the vehicle clean and free of litter.
     - Keeping the exterior of the vehicle clean.
     - Checking air pressure and inspecting tires daily. The maximum load rating of the tires is marked on the tire sidewall and should not be exceeded. The manufacturer loading instructions for the vehicle should be followed.
     - Inspecting under the vehicle for fluid leaks.
     - Checking the vehicle frequently for body damage and reporting damage to the Risk Management Department.
     - Assuring that seat-belt systems and safety equipment are fully operational.
   - Emission control systems must be functional and in good repair at all times.
   - Regularly checking engine oil and transmission fluid.
   - Smoking in County vehicles is prohibited.

Summary

This document is intended to provide a starting point for future planning. An additional benefit of the CIP is that it will be used to provide additional analysis in determining the impact of projects and possible debt.

Capital Improvement Plan - 5 Yr. Projection

Special Revenue Fund

Org ID/Name	Project Name	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	5 Yr Total
2001 - Equipment Replacement							
	Hook Lift	0	260,000	0	0	0	**260,000**
	Gradall	0	0	385,000	0	0	**385,000**
	Tractor/Mower	180,000	0	0	0	0	**180,000**
	Flat Bed Pickup	50,000	0	0	0	0	**50,000**
	10 - 12 Yard Dump Truck	0	0	150,000	0	0	**150,000**
	IT Loader	0	180,000	0	0	0	**180,000**
	Pickup	0	50,000	0	0	0	**50,000**
	Loader - Knappa District	180,000	0	0	0	0	**180,000**
	F350 Flatbed	0	0	40,000	0	0	**40,000**
	Vactor Truck	200,000	0	0	0	0	**200,000**
	Equipment Replacement Total:	**610,000**	**490,000**	**575,000**	**0**	**0**	**1,675,000**
2245 - Marine Patrol							
	Marine Patrol Truck	0	0	50,000	0	0	**50,000**
	Marine Patrol Total:	**0**	**0**	**50,000**	**0**	**0**	**50,000**
7165 - Building Codes							
	Building Codes Division Fleet	0	30,000	0	0	0	**30,000**
	Building Codes Division Fleet	0	0	31,000	0	0	**31,000**
	Building Codes Division Fleet	0	0	0	32,000	0	**32,000**
	Building Codes Division Fleet	0	0	0	0	33,000	**33,000**
	Building Codes Total:	**0**	**30,000**	**31,000**	**32,000**	**33,000**	**126,000**
9300 - Fair General Operation							
	New Indoor Multi-use Building	0	1,000,000	0	0	0	**1,000,000**
	Fair General Operation Total:	**0**	**1,000,000**	**0**	**0**	**0**	**1,000,000**
	Special Revenue Fund Total:	**610,000**	**1,520,000**	**656,000**	**32,000**	**33,000**	**2,851,000**

Capital Improvement Plan - 5 Yr. Projection

General Fund

Org ID/Name	Project Name	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	5 Yr Total
1150 - Assessment & Taxation							
	Replacement of Fleet Vehicle	30,000	0	0	0	35,000	**65,000**
	Assessment & Taxation Total:	**30,000**	**0**	**0**	**0**	**35,000**	**65,000**
1790 - Building & Grounds							
	Boyington HVAC Replacemnet	33,700	0	0	0	0	**33,700**
	HVAC replacement 800 Exchange	78,000	0	0	0	0	**78,000**
	ADA Restroom Upgrade	25,000	0	0	0	0	**25,000**
	Riding lawn mower / sweeper	22,650	0	0	0	0	**22,650**
	Building & Grounds Total:	**159,350**	**0**	**0**	**0**	**0**	**159,350**
1795 - Parks Maintenance							
	Westport Park Development	0	500,000	0	0	0	**500,000**
	Parks Maintenance Total:	**0**	**500,000**	**0**	**0**	**0**	**500,000**
2300 - Sheriff Corrections Division							
	Clatsop County Jail Relocation	12,500,000	0	0	0	0	**12,500,000**
	Sheriff Corrections Division Total:	**12,500,000**	**0**	**0**	**0**	**0**	**12,500,000**
2350 - Corrections Workcrew							
	Work Crew Truck	0	150,000	0	0	0	**150,000**
	Corrections Workcrew Total:	**0**	**150,000**	**0**	**0**	**0**	**150,000**
2700 - Planning Division							
	COMPREHENSIVE PLAN UPDATE	46,150	12,350	0	0	0	**58,500**
	Planning Division Total:	**46,150**	**12,350**	**0**	**0**	**0**	**58,500**
2800 - Animal Control							
	Parking Lot Addition	100,000	0	0	0	0	**100,000**
	Animal Control Total:	**100,000**	**0**	**0**	**0**	**0**	**100,000**
	General Fund Total:	**12,835,500**	**662,350**	**0**	**0**	**35,000**	**13,532,850**

County Total:	**13,445,500**	**2,182,350**	**656,000**	**32,000**	**68,000**	**16,383,850**

2019-2020 Capital Improvement Plan

Special Revenue Fund

Org ID	Project Name	Type	Category	Cost
2001	Bucket Truck	Replacement	Automotive	**150,000**
2001	Chip Spreader	Replacement	Automotive	**295,000**
2001	Base Compactor	Replacement	Automotive	**160,000**
2191	Detective 4 WD SUV	Replacement	Automotive	**39,000**
3120	Land Purchase	Addition	Land	**100,000**
3120	Loader Forks	Replacement	Automotive	**10,000**
3120	Snow Plow	Replacement	Automotive	**10,000**
4110	Public Health Vehicle	Addition	Automotive	**20,000**
5836	Bugle Road Construction	Addition	Miscellaneous	**1,000,000**
9300	Fire Door In Main Building	Replacement	Miscellaneous	**5,895**
9300	Pavement	Addition	Miscellaneous	**34,000**
9300	Truck	Replacement	Automotive	**10,000**
			Special Revenue Fund Total:	**1,833,895**

General Fund

Org ID	Project Name	Type	Category	Cost
1150	Check Scanner-Property Tax Remittance Equipment	Addition	Office Equipment	**25,000**
1350	ES&S Software Upgrade	Addition	Computer	**8,700**
1625	Performance Goals/Workload Measures	Addition	Miscellaneous	**60,000**
1650	Microsoft Office Pro Plus 2019	Replacement	Computer	**95,004**
1650	Training for Countywide computer replacement	Replacement	Computer	**50,000**
1650	Replace VMWare servers	Replacement	Computer	**30,000**
1650	Website rebuild	Replacement	Computer	**50,000**
1790	Urgent Repairs	Replacement	Building	**95,000**
1790	Elevator shaft repair and rail attachment upgrade	Replacement	Building	**38,170**
1790	A&T and Clerk Security Upgrade	Replacement	Building	**228,000**
1790	Van - Vehicle	Replacement	Automotive	**46,200**
1790	Sheriff Office Painting	Replacement	Building	**15,000**
1790	Paint Animal Shelter	Replacement	Building	**25,000**
1790	Clean and Seal Brick at Courthouse	Replacement	Building	**25,000**
1790	Air Conditioning 820 Computer / Electrical room	Replacement	Building	**10,000**
1795	Westport boat ramp development	Replacement	Miscellaneous	**50,000**
1795	Parks Vehicle Replacement	Replacement	Automotive	**30,000**
2160	District Attorney's Office Storage	Addition	Office Equipment	**21,800**
2200	Staff Car	Replacement	Automotive	**27,000**

2019-2020 Capital Improvement Plan

2300	Jail Management System	Replacement	Miscellaneous	**125,000**
2300	Clatsop County Jail Relocation	Replacement	Building	**10,500,000**
2340	Juvenile Vehicle	Replacement	Automotive	**30,000**
2700	COMPREHENSIVE PLAN UPDATE	Replacement	Miscellaneous	**52,050**
2700	CODE COMPLIANCE SPECIALIST VEHICLE	Addition	Automotive	**27,000**
			General Fund Total:	**11,663,924**

How Is Your Tax Dollar Spent?

When you write your property tax check to Clatsop County, only some of the money goes to the county. We collect the taxes and distribute the money to 66 taxing districts providing a variety of public services. On average, out of every **$1** you pay, **just 11.64** cents goes to Clatsop County government. This illustration shows how an average tax dollar is distributed.

What Your 11.64 cents to Clatsop County Provides:

5.1 cents – **Public Safety & Justice:** Sheriff's Office, Jail, District Attorney's Office, Juvenile Department, and Emergency Services

1.43 cents – **Public Services:** Assessment & Taxation, Elections & Records, Surveyor, Community Development, Public & Mental Health

1.4 cents – **Contingency:** Set aside for unanticipated expenditures

2.22 cents – **Miscellaneous:** Building Maintenance, Parks, Animal Control, Information Systems, Finance

0.63 cents – **Administration:** County Administration, Human Resources, and Legal Counsel

0.86 cents – **Fairgrounds:** Enhanced Operations and Facility Improvements

The top 10 taxpayers in Clatsop County for 2018 are as follows:

1. Georgia Pacific Consumer Products $1,836,242.69
2. L&C Tree Farms LLC $949,915.62
3. WorldMark The Club $611,063.03
4. PacifiCorp $560,295.60
5. Northwest Natural Gas Co. $507,681.16
6. Hampton Lumber Mills Inc. $454,097.53
7. Charter Communications $448,027.16
8. CENTURYLINK $429,780.08
9. Weyerhaeuser Columbia Timberlands $388,265.99
10. Western Generation Agency $285,980.40

CLATSOP COUNTY
TEN-YEAR MARKET VALUE AND TAX RATE HISTORY

			Tax Rate/$1,000 Value			
Fiscal Year	**Total Property Value**	**% Annual Change**	**General**	**Road #1**	**4-H**	**Rural Law**
2008-09 AV M5 RMV	4,643,008,186 9,265,057,609	9.2 14.2	1.5338 .0900*	1.0175	.0534	.7185
2009-10 AV M5 RMV	4,783,903,473 8,855,704,653	3.0 <.4.4>	1.5338 .0900*	1.0175	.0534	.7195
2010-11 AV M5 RMV	4,854,474,989 8,128,017,096	1.4 <8.2>	1.5338 .0900*	1.0175	.0534	.7195
2011-12 AV M5 RMV	4,974,848,967 7,704,823,561	2.4 <5.2>	1.5338 .0700*	1.0175	.0534	.7195
2012-13 AV M5 RMV	5,077,663,892 7,254,191,848	2.5 <5.5>	1.5338 .0700*	1.0175	.0534	.7195
2013-14 AV M5 RMV	5,215,879,408 7,279,208,446	2.7 .34	1.5338 .0700*	1.0175	.0534	.7195
2014-15 AV M5 RMV	5,355,056,224 7,281,392,025	2.7 .03	1.5338 .0700*	1.0175	.0534	.7195
2015-16 AV M5 RMV	5,705,270,411 7,516,835,617	6.6 3.2	1.5338 .0700*	1.0175	.0534	.7195
2016-17 AV M5 RMV	5,875,464,334 7,933,131,303	2.9 5.2	1.5338 .0500*	1.0175	.0534	.7195
2017-18 AV M5 RMV	6,060,271,955 8,326,584,223	3.0 4.7	1.5338 .0500*	1.0175	.0534	.7195
2018-19 AV M5 RMV	6,298,872,930 8,953,187,193	3.9 7.5	1.5338 .0500*	1.0175	.0534	.7195

- Tax Rates = Billing Rate
- * Local Option Rate for Fairgrounds

GENERAL FUND REVENUES FROM STATE FOREST TRUST LAND TIMBER SALES

1998-99	**1,815,758**
1999-00	**2,975,179**
2000-01	**2,795,373**
2001-02	**2,488,094**
2002-03	**5,480,758**
2003-04	**4,056,315**
2004-05	**3,124,003**
2005-06	**3,898,818**
2006--07	**3,810,400**
2007--08	**3,685,175**
2008--09	**3,387,555**
2009-10	**2,465,893**
2010-11	**2,183,649**
2011-12	**2,758,246**
2012-13	**2,414,065**
2013-14	**3,448,047**
2014-15	**3,443,116**
2015-16	**5,065,495**
2016-17	**4,612,283**
2017-18	**6,866,286**
2018-19	**3,940,294****
2019-20	**4,228,150*****

** Total estimated to be received as of ODF Projection from 2/6/19.
Total received as of 4/4/19 $3,775,809.
***Estimate from ODF Projection dated 2/6/19.

CLATSOP COUNTY OWNED MOTOR VEHICLES

Department		Make /	Year	Model	Last Odometer Reading	Current Odometer Reading	Current Year Miles
Animal Control	E248741	Dodge	2007	Dakota Crew Cab	110,361	127,144	16,783
	E263064	Chev	2015	Silverado	13,938	19,706	5,768
Assessor	E263616	Ford	2014	Explorer 4x4	21,247	24,965	3,718
	E225079	Toyota	2015	Rav 4	15,836	18,644	2,808
	E222402	Toyota	2015	Rav 4	10,732	11,950	1,218
	E273562	Toyota	2017	Rav 4	1,314	3,490	2,176
	E269000	Toyota	2017	Rav 4	3,190	6,322	3,132
Building & Grounds	E184022	Chev	1992	S10 Pickup	85,319	85,949	630
	E219275	Chev	2001	Lumina	64,653	65,628	975
	E169219	Chev	2002	1/2 Ton Van	58,835	61,319	2,484
	E237490	Entso	2007	Uitility Trailer	n/a	n/a	n/a
Building Codes	E271854	Ford	2016	F150	12,412	21,273	8,861
	E269964	Ford	2016	Escape	29,275	43,187	13,912
	E269965	Ford	2016	Escape	23,088	33,673	10,585
	E275135	Ford	2018	F150	0	1,750	1,750
County Manager	E273561	Toyota	2017	Rav 4	1,845	2,350	505
District Attorney	E248729	Dodge	2009	Charger	141,188	149,000	7,812
Emergency Mgmt	E229937	Chev	2007	Impala	93,984	102,300	8,316
		Ford	2014	Explorer 4x4	53,212		
Fairgrounds	E205621	Dodge	1998	Pickup	166,915	168,457	1,542
Fisheries	E222770	Ford	2003	Pickup F350	135,707	138,063	2,356
	OR296XC	Lowe	1993	Alum. Boat	n/a	n/a	n/a
	E223857	EZ Loader	1990	Boat Trailer	n/a	n/a	n/a
Information Systems	E222401	Chev	2001	Lumina	77,302	77,395	93
Juvenile	E205624	Ford	1998	Crew Van	37,693	43,722	6,029
	E206368	Subaru	1999	Brighton	98,552	99,125	573
	E211270	Dodge	2000	Caravan	75,402	76,504	1,102
	E257098	Chev	2014	Impala	64,864	74,787	9,923
	E263060	Forri	2015	Utility Trailer	n/a	n/a	n/a
	E269776	Ford	2017	Escape	10,177	17,980	7,803
Parks	n/a	Kioti	1994	Tractor	1,605	1,671	66
	E197814	Maxey	1995	Trailer	n/a	n/a	n/a
	E205614	Ford	1998	Pickup F150	110,487	116,716	6,229
	E250663	Ford	2010	Pickup F250	132,883	139,558	6,675
	E271767	Ford	2017	Pickup F250	26,318	43,902	17,584
Parole & Probation	E229944	Chev	2004	Tahoe	129,895	130,805	910
	E236820	Chev	2005	Impala	130,714	132,080	1,366
	E263072	Dodge	2014	Charger	38,293	49,785	11,492
	E263087	Dodge	2014	Charger	17,451	25,913	8,462
	E263088	Dodge	2014	Charger	20,640	29,784	9,144
	E253271	Chev	2015	Tahoe	27,062	34,528	7,466
	E273565	Chev	2016	Tahoe	2,283	5,574	3,291
	E273566	Chev	2017	Equinox	6,245	16,376	10,131
Planning	E272167	Ford	2017	Escape	1,486	7,817	6,331
Public Health	E237462	Dodge	2007	Van/Teal	37,631	40,909	3,278
	E263073	Chev	2012	Equinox	52,008	60,055	8,047
	E273568	Chev	2016	Trax	16,450	22,179	5,729
	E227614	Dodge	2016	Wagon	42,363	44,709	2,346
	E174637	Toyota	2017	Prius	5,202	17,775	12,573
	E278852	Chevrolete	2018	Trax	8	4,077	4,069
Surveyor	E184013	Dodge	1992	Pickup	51,820	53,780	1,960

PUBLIC WORKS DEPARTMENT VEHICLE & EQUIPMENT LIST

Vehicle #	Make / Year	Model	Last Year Odometer	Current Odometer	Current Year Miles	M-Miles H-Hours
E105	Beall 1964	Asphalt Tank	n/a	n/a	n/a	
E144	Gard 1977	Rotary Comp	341	346	5	H
E188	CAT 1989	926E Wheel Loader	4,527	4,706	179	H
E191	BMC 1978	Hydra Hammer	2,111	2,111	0	H
E192	Inger Rand 1989	PneuRoller	2,885	2,947	62	H
E200	Brush Bandit 1990	Chopper	2,766	2,954	188	H
E205	CAT 1992	D4H	4,076	4,209	133	H
E206	Chevrolet 1992	Spray Truck	74,435	76,894	2,459	M
E211	1992	Bridge Truck	52,177	53,005	828	M
E214	CAT 1993	Vibratory Compactor	2,576	2,617	41	H
E216	Vanraden 1993	10 YD Trailer	n/a	n/a	n/a	
E222	CAT 1994	Tool Carrier Loader	3,857	4,000	143	H
E223	CAT 1994	Tool Carrier Loader	3,825	3,952	127	H
E225	PB GMC 1994	6 yd Dumptruck	116,673	116,673	0	M
E226	Etnyre 1995	Chip Spreader	1,418	1,456	38	H
E227	CAT 1996	140G Grader	9,476	9,602	126	H
E228	PB 1998	10 Yd Dumptruck	6,960	8,028	1,068	H
E229	Vanraden 1998	10 YD Trailer	128,059	133,983	5,924	M
E231	Vanraden 1998	10 YD Trailer	124,738	128,946	4,208	M
E233	Vanraden 1998	10 YD Trailer	152,395	157,890	5,495	M
E237	DynaWeld 1998	Flatbed Trailer	n/a	n/a	n/a	
E241	John Deere 1998	624H Loader	3,063	3,211	148	H
E242	GMC 1999	6 yd Dumptruck	67,353	69,479	2,126	M
E244	GMC 1999	Aerial Lift	4,937	5,352	415	H
E245	Dodge 2001	Pickup	114,674	120,743	6,069	M
E246	Ford 2000	Pickup	118,651	121,568	2,917	M
E249	Ford 2002	Crew Cab Pickup	59,500	64,746	5,246	M
E250	GMC 2002	6 YD Dump Truck	74,983	78,497	3,514	M
E251	GMC 2002	6 YD Dump Truck	60,933	62,701	1,768	M
E252	Case 2002	Brush Chopper	4,735	4,846	111	H
E254	Bowie 2002	Hay Mulcher	360	465	105	H
E255	Ingersoll 2002	10 Ton Compactor/Roller	1,377	1,427	50	H
E256	Johnston 2002	Vac Sweeper	18,042	19,534	1,492	H
E257	Vactor 1998	Catch Basin Truck	5,773	5,817	44	H
E258	Ingersoll 2002	Base Comp	5,552	5,705	153	H
E259	HTC 2002	Shoulder Machine	844	872	28	H
E261	Ford 2003	Flatbed Pickup	102,034	106,919	4,885	M
E262	Ford 2003	Flatbed Pickup	117,082	123,846	6,764	M
E263	Ford 2004	Flatbed Pickup	126,575	134,991	8,416	M
E264	Tow Master 2004	Ramp Trailer	n/a	n/a	n/a	
E265	Gradall 2003	XL4100	8,357	8,919	562	H
E266	Peterbilt 2005	10 YD Dump Truck	153,157	165,306	12,149	M
E268	Ford 2005	F750 Shop Truck	63,075	66,700	3,625	M
E270	Chevrolet 2006	3/4 Ton Pickup	104,039	108,481	4,442	M
E272	Ford 2008	Pickup	89,993	95,362	5,369	M
E273	IT 14 2006	Scoop	3,919	4,298	379	H

PUBLIC WORKS DEPARTMENT VEHICLE & EQUIPMENT LIST

Vehicle #	Make / Year	Model	Last Year Odometer	Current Odometer	Current Year Miles	M-Miles H-Hours
E274	Chevrolet 2007	1/2 ton Pickup	65,658	71,916	6,258	M
E275	Ford 2008	1Ton PU	82,205	91,082	8,877	M
E276	Trailer 2008	Flatbed Trailer	n/a	n/a	n/a	
E277	Forklift 2001	9,000 LB	1,248	1,313	65	H
E278	Ford 2009	1 Ton x cab	132,207	133,274	1,067	M
E279	Chevrolet 2009	Colorado PU	32,094	34,714	2,620	M
E280	Case 2006	Excavator	4,326	4,957	631	H
E281	Etnyre 2000	Low Boy	n/a	n/a	n/a	
E282	International 2007	Tractor	124,616	131,640	7,024	M
E283	Rway 2000	Belly Dump Trailer	n/a	n/a	n/a	
E284	FreightLiner 2006	Bear Cat Distributor	238,730	239,636	906	M
E285	Wilson 2004	Custom Build Trailer	n/a	n/a	n/a	
E286	Ford 2012	F450 Dump	43,585	49,390	5,805	M
E287	John Deer 2011	Brush Chopper	2,896	3,207	311	H
E288	Ford 2012	HD Dump	55,267	65,130	9,863	M
E289	Ford 2012	Pickup	84,527	98,225	13,698	M
E290	Ford 2012	Pickup	57,747	78,008	20,261	M
E291	John Deere 2012	Loader	1,133	1,334	201	H
E292	Dynapac 2013	Compactor	847	975	128	H
E293	Ford 2013	F150 Pickup	26,994	28,612	1,618	M
E294	Ford 2014	F450 Sign Truck	36,754	49,921	13,167	M
E295	Ford 2014	F450 HD	34,655	44,305	9,650	M
E296	Bear Cat 2015	Distributor	8,857	10,685	1,828	M
E297	Great Northern 2014	Split Deck Trailer	n/a	n/a	n/a	
E298	John Deer 2015	Grader	1,220	1,640	420	H
E299	Superior 2012	Broom	891	1,193	302	H
E300	Trailmax 2015	Trailer	n/a	n/a	n/a	
E301	Kubota 2015	Excavator	920	1,437	517	H
E302	Wells 1993	Utility Trailer	n/a	n/a	n/a	
E303	Cat 2015	Excavator	909	1,355	446	M
E304	Ford 2017	F350	17,210	34,786	17,576	M
E305	Kenworth 2018	Hooklift Truck	5,761	12,520	6,759	M
E306	Kenworth 2018	Dumptruck	5,034	16,084	11,050	M
E307	Ford 2018	F150 Pickup	1,675	9,140	7,465	M
E308	Peterbilt 2018	Dumptruck	0	11,617	11,617	M
E309	Peterbilt 2018	Dumptruck	0	9,091	9,091	M
E310	Kubota 2017	Tractor Mower	0	456	456	H
E311	GMC 1994	Paint Striper	0	116,079	116,079	H

SHERIFF'S DEPARTMENT VEHICLE LIST

Veh.#	Make	Year	Model	License	Division	Last Odom.	Current Odom.	Current Miles
4	Ziema	2003	ATV Trailer	E222422	SAR	NA	NA	NA
5	Bombardier	2003	ATV	NB54397	SAR	NA	NA	NA
6	Can-Am	2010	Outlander ATV	n/a	Forest	NA	NA	NA
7	GMC	1999	Pickup	E215069	SAR	32,733	33,274	541
8	ASM BI	1999	Trailer	E210861	Work Crew	NA	NA	NA
9	Chevrolet	1998	Pickup	E213141	SAR	31,863	32,444	581
10	Ford	2008	F5D Crew Truck	E243307	Work Crew	94,024	94,164	140
11	EGLIR	2004	Utility Trailer	E228566	Work Crew	NA	NA	NA
12	Chevrolet	2011	AWD Van	E252901	Corrections	135,287	137,519	2,232
13	Bombardier	2002	ATV	n/a	SAR	NA	NA	NA
14	Wells Cargo	1997	Trailer	E263077	SAR	NA	NA	NA
15	GMC	1992	Van	E268993	SAR	16,892	16,902	10
16	Chevrolet	1996	Suburban	E197843	SAR	32,129	32,366	237
17	Chevrolet	2004	Suburban	E228573	SAR	30,283	30,749	466
18	Mack	1989	Rescue Rig	E268994	SAR	104,940	105,918	978
23	North River	2008	RAIV	407XCX	Marine	NA	NA	NA
24	EZ Loader	2008	Boat Trailer	n/a	Marine	NA	NA	NA
25	Smokercraft	2009	Alaskan DLX	408XCX	Marine	NA	NA	NA
26	Chevrolet	2014	K2500 Crew Cab	E257085	Marine	43,354	43,354	0
28	Trailer	2009	17 EZ Loader	n/a	Marine	NA	NA	NA
30	River Wild	2015	25" Boat	714CXC	Marine	NA	NA	NA
32	Chevrolet	2016	K2500 Crew Cab	E268979	Marine	18,741	32,218	13,477
33	Chevrolet	2016	Tahoe	E268978	Criminal	25,072	43,488	18,416
34	Dodge	2016	Charger	E268984	Criminal	14,913	34,716	19,803
35	Dodge	2016	Charger	E268983	Criminal	23,548	43,343	19,795
36	Dodge	2016	Charger	E268982	Criminal	19,999	38,400	18,401
37	Dodge	2018	Charger	E273578	Criminal	0	18,140	18,140
38	Dodge	2018	Charger	E273577	Criminal	0	15,354	15,354
39	Chevrolet	2019	Tahoe-PPV	E278856	Criminal		0	0
40	Chevrolet	2019	Tahoe-SUV	E278855	Criminal		0	0
42	Dodge	2015	Charger	E263097	Criminal	54,761	79,093	24,332
43	Reserve	2004	Ford F250	E338695	Criminal	130,508	130,508	0
45	Dodge	2015	Charger	E263096	Criminal	40,764	40,764	0
47	Dodge	2014	Charger	E263069	Criminal	66,656	86,299	19,643
48	Dodge	2014	Charger	E263068	Criminal	62,509	77,978	15,469
49	Chevrolet	2015	K2500 Crew Cab	E229938	Criminal	100,655	126,129	25,474
50	Ford	2008	F250	E238637	Marine	106,210	106,210	0
52	Chevrolet	2014	Tahoe	E262698	Criminal	85,993	104,050	18,057
53	Dodge	2019	Charger	002-BSJ	Criminal	0	0	0
54	Dodge	2012	Charger	E257063	Criminal	142,778	142,778	0
55	Chevrolet	2012	Tahoe	E257062	Criminal	116,941	134,938	17,997
56	Chevrolet	2005	K1500 pick-up	E228931	Criminal	136,787	136,787	0
60	Chevrolet	2005	Impala	Classified	Corrections	90,751	97,537	6,786
61	Dodge	2018	Charger	E273579	Corrections	0	5,420	5,420
62	Chevrolet	2005	Tahoe	Classified	Detective	156,240	165,442	9,202
63	Chevrolet	2005	Astro Van	Classified	Task Force	49,755	49,755	0
67	Chevrolet	2015	K-2500 pick-up	E263093	Criminal	42,415	42,415	0
70	Dodge	2015	Charger	E263095	Criminal	50,979	50,979	0
71	Dodge	2011	Charger	E252920	Criminal	121,467	121,467	0

SHERIFF'S DEPARTMENT VEHICLE LIST

Veh.#	Make	Year	Model	License	Division	Last Odom.	Current Odom.	Current Miles
72	Dodge	2015	Charger	E263094	Criminal	48,634	63,751	15,117
73	Dodge	2008	Durango	E243325	Criminal	124,583	126,246	1,663
74	Dodge	2008	Durango	E234423	Criminal	126,681	126,681	0
80	Dodge	2009	Charger	E248748	Criminal	178,242	178,242	0
82	Chevrolet	2006	K-2500 pick-up	002BSJ	Criminal	137,610	137,610	0
84	Chevrolet	2018	Equinox	Classified	DTF	0	14,407	14,407
85	Ford	2015	F350	E263080	Corrections	54,661	76,455	21,794
87	Dodge	2014	Charger	E263089	Corrections	43,698	59,505	15,807
88	Chevrolet	2014	Tahoe	E257090	Criminal	84,300	105,500	21,200
89	Chevrolet	2011	Tahoe	895BRH	Sheriff	116,973	124,350	7,377
93			External Fuel Tank Veh #66					
94	Nissan	2010	Altima	Classified	DTF	118,488	118,488	0
95	Dodge	2011	Charger	E252927	Criminal	75,676	75,676	0
96	Dodge	2011	Charger	E252928	Criminal	141,669	145,300	3,631
97	Dodge	2011	Charger	E252929	Criminal	102,794	109,000	6,206

F.T.E. by Fund

Fund	Organizational Unit	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
001	**General**							
	Animal Control	3.00	3.00	4.00	4.50	4.50	4.50	4.50
	Approp. For Contingency 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Assessment & Taxation	15.50	15.50	15.50	14.80	14.80	14.80	14.80
	Board of Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Brd of Property Tax Appeal	0.35	0.35	0.35	0.35	0.35	0.35	0.35
	Budget & Finance	3.53	3.60	4.10	4.10	4.10	4.10	4.10
	Building & Grounds	5.40	5.40	5.40	5.53	5.53	5.53	5.53
	Clerk - Admin. & Elections	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Clerk Recordings	1.65	1.65	1.65	1.65	1.65	1.65	1.65
	Corrections Workcrew	2.00	2.00	1.00	0.00	0.00	0.00	0.00
	County Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	County Manager	2.83	3.23	3.73	3.73	3.73	3.73	3.73
	County Tourism	0.00	0.00	0.00	0.70	0.70	0.70	0.70
	Discretionary Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	District Attorney	15.89	14.92	15.42	15.45	15.45	15.45	15.45
	Dues & Special Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Management	2.31	2.00	2.00	3.00	3.00	3.00	3.00
	General Fund Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Human Resources	1.00	2.00	2.00	2.00	2.00	2.00	2.00
	Information Systems	6.08	7.08	7.08	7.08	7.08	7.08	7.08
	Jail Nurse	1.00	2.00	2.00	2.00	2.00	2.00	2.00
	Juvenile Department	6.58	6.58	6.58	6.58	6.58	6.58	6.58
	Medical Examiner	0.80	0.86	0.86	0.86	0.86	0.86	0.86
	Parks Maintenance	1.70	1.70	1.70	1.70	1.70	1.70	1.70
	Planning Division	4.85	5.35	5.85	6.85	6.85	6.85	6.85
	Property Management	0.50	0.50	0.50	0.50	0.50	0.50	0.50
	Sheriff Corrections Division	24.00	25.00	26.00	29.00	29.00	29.00	29.00
	Sheriff Criminal Division	22.90	23.90	23.90	23.90	23.90	23.90	23.90
	Sheriff Support Division	4.50	5.50	5.53	10.00	10.00	10.00	10.00
	Surveyor	0.95	0.95	0.95	0.95	0.95	0.95	0.95
	Transfers To Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 001	**130.31**	**136.06**	**139.09**	**148.22**	**148.22**	**148.22**	**148.22**

F.T.E. by Fund

Fund	Organizational Unit	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
002	**General Roads**							
	Approp. For Contingency 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Road Admin. And Support	5.60	5.60	6.60	6.85	6.85	6.85	6.85
	Road Maint & Construction	22.70	22.70	23.70	24.85	24.85	24.85	24.85
	Total for Fund: 002	**28.30**	**28.30**	**30.30**	**31.70**	**31.70**	**31.70**	**31.70**
004	**Clerk Archived Records**							
	Clerk Archived Records	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 004	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
005	**Rural Law Enforcement District**							
	Sheriff Rural Law Enf Dis	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 005	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
007	**Public Health**							
	Approp. For Contingency 7	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Babies First	0.85	0.85	1.15	2.30	2.30	2.30	2.30
	Community Health	4.00	3.80	5.65	4.70	4.70	4.70	4.70
	Emergency Preparedness	0.50	0.15	0.15	0.15	0.15	0.15	0.15
	Environmental Health	1.95	2.35	2.45	2.45	2.45	2.45	2.45
	Family Planning	1.40	1.20	1.74	1.10	1.10	1.10	1.10
	Harm Reduction Program	0.00	0.00	0.00	0.60	0.60	0.60	0.60
	Household Hazardous Waste	0.20	0.20	0.10	0.30	0.30	0.30	0.30
	Immunization	0.10	0.10	0.10	0.10	0.10	0.10	0.10
	Jewell School-Based Health Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Maternal & Child Health	0.45	0.50	0.25	0.00	0.00	0.00	0.00
	Onsite Sewage Systems	1.50	1.50	1.55	1.75	1.75	1.75	1.75
	Tobacco Prevention	0.50	0.70	0.65	1.10	1.10	1.10	1.10
	W I C Program	2.58	2.48	2.48	2.45	2.45	2.45	2.45
	Total for Fund: 007	**14.03**	**13.83**	**16.27**	**17.00**	**17.00**	**17.00**	**17.00**
009	**Child Support**							
	Child Support	2.11	2.11	2.11	2.11	2.11	2.11	2.11
	Total for Fund: 009	**2.11**	**2.11**	**2.11**	**2.11**	**2.11**	**2.11**	**2.11**
018	**Juvenile Detention Center**							
	Juvenile Detention Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 018	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

F.T.E. by Fund

Fund	Organizational Unit	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
020	**Juvenile Crime Prevention**							
	Juv Crime Prevention	0.00	0.00	0.43	0.58	0.58	0.58	0.58
	Total for Fund: 020	**0.00**	**0.00**	**0.43**	**0.58**	**0.58**	**0.58**	**0.58**
024	**Parole & Probation Division**							
	Parole & Probation Division	12.10	12.10	12.10	10.10	10.10	10.10	10.10
	Total for Fund: 024	**12.10**	**12.10**	**12.10**	**10.10**	**10.10**	**10.10**	**10.10**
027	**Marine Patrol**							
	Marine Patrol	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Total for Fund: 027	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**
030	**Drug Task Force**							
	Drug Task Force	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 030	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
033	**Mental Health Grants**							
	Developmental Disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Drug & Alcohol Prevention	1.56	1.67	2.00	3.00	3.00	3.00	3.00
	Drug & Alcohol Treatment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Mental Health	0.28	0.00	0.80	0.80	0.80	0.80	0.80
	Total for Fund: 033	**1.84**	**1.67**	**2.80**	**3.80**	**3.80**	**3.80**	**3.80**
036	**Building Codes**							
	Building Codes	4.15	4.65	5.15	5.15	5.15	5.15	5.15
	Total for Fund: 036	**4.15**	**4.65**	**5.15**	**5.15**	**5.15**	**5.15**	**5.15**
039	**Clatsop County Fisheries**							
	Clatsop County Fisheries	6.40	6.20	6.20	6.20	6.20	6.20	6.20
	Total for Fund: 039	**6.40**	**6.20**	**6.20**	**6.20**	**6.20**	**6.20**	**6.20**
100	**Capital Projects**							
	Fleet Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 100	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
102	**General Roads Eq Replace**							
	Equipment Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 102	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
105	**Insurance Reserve**							
	Insurance Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 105	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

F.T.E. by Fund

Fund	Organizational Unit	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
120	**Land Corner Preservation**							
	Surveyor - Land Corner 120	0.25	0.25	0.25	0.25	0.25	0.25	0.25
	Total for Fund: 120	**0.25**	**0.25**	**0.25**	**0.25**	**0.25**	**0.25**	**0.25**
140	**Jail Commissary Fund**							
	Jail Commissary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 140	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
150	**Fair Board**							
	Fair General Operation	3.00	3.00	4.00	3.00	3.00	3.00	3.00
	Total for Fund: 150	**3.00**	**3.00**	**4.00**	**3.00**	**3.00**	**3.00**	**3.00**
205	**Child Custody Mediation & Drug Project**							
	Child Custody Mediation	0.10	0.10	0.10	0.10	0.10	0.10	0.10
	Total for Fund: 205	**0.10**	**0.10**	**0.10**	**0.10**	**0.10**	**0.10**	**0.10**
206	**Video Lottery Fund**							
	Video Lottery	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 206	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
208	**Liquor Enforcement Fund**							
	Liquor Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 208	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
209	**Courthouse Security**							
	Courthouse Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 209	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
225	**Bike paths**							
	Bike Paths	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 225	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
230	**Law Library**							
	Law Library	0.15	0.15	0.15	0.20	0.20	0.20	0.20
	Total for Fund: 230	**0.15**	**0.15**	**0.15**	**0.20**	**0.20**	**0.20**	**0.20**
235	**Animal Shelter Donations**							
	Animal Shelter Enhance.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 235	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
240	**Park & Land Acq. & Maint**							
	Parks & Land Acq. Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 240	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
250	**Emergency Communication**							
	Emergency Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 250	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

F.T.E. by Fund

Fund	Organizational Unit	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
300	**Road District #1**							
	Road District #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 300	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
305	**State Timber Enforcement Fund**							
	State Timber Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 305	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
315	**Carlyle Apartments**							
	Carlyle Apartments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 315	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
325	**Industrial Development Revolving Fund**							
	Industrial Develop.Revolving Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 325	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
385	**Westport Sewer Serv Dist**							
	Westport Sewer Service	0.26	0.26	0.26	0.00	0.00	0.00	0.00
	Total for Fund: 385	**0.26**	**0.26**	**0.26**	**0.00**	**0.00**	**0.00**	**0.00**
386	**Westport Sewer Equip Rplc**							
	Westport Sewer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 386	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
395	**4-H & Ext Ser Spec Dist**							
	4-H & Extension	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 395	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
400	**Debt Service Fund**							
	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 400	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
405	**Bond & UAL Reserve Fund**							
	Bond & UAL Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 405	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
505	**Diking District #5**							
	Diking District #5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 505	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
511	**Diking District #11**							
	Diking District #11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 511	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
514	**Diking District #14**							
	Diking District #14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 514	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

F.T.E. by Fund

Fund	Organizational Unit	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
	Totals:	**205.00**	**210.68**	**221.21**	**230.41**	**230.41**	**230.41**	**230.41**

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
County Service Districts									
	4-H & Extension	395	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #11	511	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #14	514	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #5	505	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Road District #1	300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sheriff Rural Law Enf Dis	005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Westport Sewer Equipment	386	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Westport Sewer Service	385	0.26	0.26	0.26	0.00	0.00	0.00	0.00
	Total for: County Service Districts		**0.26**	**0.26**	**0.26**	**0.00**	**0.00**	**0.00**	**0.00**
Culture & Recreation									
	Fair General Operation	150	3.00	3.00	4.00	3.00	3.00	3.00	3.00
	Parks & Land Acq. Maint	240	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Parks Maintenance	001	1.70	1.70	1.70	1.70	1.70	1.70	1.70
	Total for: Culture & Recreation		**4.70**	**4.70**	**5.70**	**4.70**	**4.70**	**4.70**	**4.70**
General Government									
	Approp. For Contingency 1	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Assessment & Taxation	001	15.50	15.50	15.50	14.80	14.80	14.80	14.80
	Board of Commissioners	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Bond & UAL Reserve Fund	405	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Brd of Property Tax Appeal	001	0.35	0.35	0.35	0.35	0.35	0.35	0.35
	Budget & Finance	001	3.53	3.60	4.10	4.10	4.10	4.10	4.10
	Building & Grounds	001	5.40	5.40	5.40	5.53	5.53	5.53	5.53
	Clerk - Admin. & Elections	001	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Clerk Archived Records	004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Clerk Recordings	001	1.65	1.65	1.65	1.65	1.65	1.65	1.65
	County Counsel	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	County Manager	001	2.83	3.23	3.73	3.73	3.73	3.73	3.73
	Debt Service	400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Discretionary Revenue	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dues & Special Assessments	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	General Fund Stabilization	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
	Human Resources	001	1.00	2.00	2.00	2.00	2.00	2.00	2.00
	Information Systems	001	6.08	7.08	7.08	7.08	7.08	7.08	7.08
	Insurance Reserve	105	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Property Management	001	0.50	0.50	0.50	0.50	0.50	0.50	0.50
	Transfers To Other Funds	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for: General Government		**39.83**	**42.30**	**43.30**	**42.73**	**42.73**	**42.73**	**42.73**
Land Use, Hsg & Trans / Econ. Dev. & Capital									
	Approp. For Contingency 2	002	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Bike Paths	225	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Building Codes	036	4.15	4.65	5.15	5.15	5.15	5.15	5.15
	Carlyle Apartments	315	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Clatsop County Fisheries	039	6.40	6.20	6.20	6.20	6.20	6.20	6.20
	County Tourism	001	0.00	0.00	0.00	0.70	0.70	0.70	0.70
	Equipment Replacement	102	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fleet Replacement	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Industrial Develop.Revolving Fund	325	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Planning Division	001	4.85	5.35	5.85	6.85	6.85	6.85	6.85
	Road Admin. And Support	002	5.60	5.60	6.60	6.85	6.85	6.85	6.85
	Road Maint & Construction	002	22.70	22.70	23.70	24.85	24.85	24.85	24.85
	Special Projects	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Surveyor	001	0.95	0.95	0.95	0.95	0.95	0.95	0.95
	Surveyor - Land Corner 120	120	0.25	0.25	0.25	0.25	0.25	0.25	0.25
	Video Lottery	206	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for: Land Use, Hsg & Trans / Econ. Dev. & Capital		**44.90**	**45.70**	**48.70**	**51.80**	**51.80**	**51.80**	**51.80**
Public Health									
	Approp. For Contingency 7	007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Babies First	007	0.85	0.85	1.15	2.30	2.30	2.30	2.30
	Comm. on Children & Fam	021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Community Health	007	4.00	3.80	5.65	4.70	4.70	4.70	4.70
	Developmental Disabilities	033	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Drug & Alcohol Prevention	033	1.56	1.67	2.00	3.00	3.00	3.00	3.00

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
	Drug & Alcohol Treatment	033	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Preparedness	007	0.50	0.15	0.15	0.15	0.15	0.15	0.15
	Environmental Health	007	1.95	2.35	2.45	2.45	2.45	2.45	2.45
	Family Planning	007	1.40	1.20	1.74	1.10	1.10	1.10	1.10
	Harm Reduction Program	007	0.00	0.00	0.00	0.60	0.60	0.60	0.60
	Household Hazardous Waste	007	0.20	0.20	0.10	0.30	0.30	0.30	0.30
	Immunization	007	0.10	0.10	0.10	0.10	0.10	0.10	0.10
	Jewell School-Based Health Cente	007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Maternal & Child Health	007	0.45	0.50	0.25	0.00	0.00	0.00	0.00
	Mental Health	033	0.28	0.00	0.80	0.80	0.80	0.80	0.80
	Onsite Sewage Systems	007	1.50	1.50	1.55	1.75	1.75	1.75	1.75
	Tobacco Prevention	007	0.50	0.70	0.65	1.10	1.10	1.10	1.10
	W I C Program	007	2.58	2.48	2.48	2.45	2.45	2.45	2.45
	Total for: Public Health		**15.87**	**15.50**	**19.07**	**20.80**	**20.80**	**20.80**	**20.80**
Public Safety & Justice									
	Animal Control	001	3.00	3.00	4.00	4.50	4.50	4.50	4.50
	Animal Shelter Enhance.	235	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Child Custody Mediation	205	0.10	0.10	0.10	0.10	0.10	0.10	0.10
	Child Support	009	2.11	2.11	2.11	2.11	2.11	2.11	2.11
	Corrections Workcrew	001	2.00	2.00	1.00	0.00	0.00	0.00	0.00
	Courthouse Security	209	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	District Attorney	001	15.89	14.92	15.42	15.45	15.45	15.45	15.45
	Drug Task Force	030	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Communication	250	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Management	001	2.31	2.00	2.00	3.00	3.00	3.00	3.00
	Jail Commissary	140	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Jail Nurse	001	1.00	2.00	2.00	2.00	2.00	2.00	2.00
	Juv Crime Prevention	020	0.00	0.00	0.43	0.58	0.58	0.58	0.58
	Juvenile Department	001	6.58	6.58	6.58	6.58	6.58	6.58	6.58
	Juvenile Detention Center	018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Law Library	230	0.15	0.15	0.15	0.20	0.20	0.20	0.20
	Liquor Enforcement	208	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
	Marine Patrol	027	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Medical Examiner	001	0.80	0.86	0.86	0.86	0.86	0.86	0.86
	Parole & Probation Division	024	12.10	12.10	12.10	10.10	10.10	10.10	10.10
	Sheriff Corrections Division	001	24.00	25.00	26.00	29.00	29.00	29.00	29.00
	Sheriff Criminal Division	001	22.90	23.90	23.90	23.90	23.90	23.90	23.90
	Sheriff Support Division	001	4.50	5.50	5.53	10.00	10.00	10.00	10.00
	State Timber Enforcement	305	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for: Public Safety & Justice		**99.44**	**102.22**	**104.18**	**110.38**	**110.38**	**110.38**	**110.38**
		Totals:	**205.00**	**210.68**	**221.21**	**230.41**	**230.41**	**230.41**	**230.41**

APPENDIX A

CLASS AND SALARY RATE TABLE EFFECTIVE July 1, 2019

TITLE	range	union	hours/week	O/T Eligible	MINIMUM A	B	STEPS C	D	MAXIMUM E	HOURLY RATE STEP A	TOP STEP
ACCOUNTANT I	13	A	3	Y	$ 3,790.44	$ 3,979.98	$ 4,179.00	$ 4,387.92	$ 4,607.32	$ 23.33	$ 28.35
ACCOUNTANT I	13	A	4	Y	$ 4,044.04	$ 4,246.25	$ 4,458.56	$ 4,681.49	$ 4,915.56	$ 23.33	$ 28.35
ACCOUNTANT II	14	A	3	Y	$ 3,979.98	$ 4,179.00	$ 4,387.92	$ 4,607.32	$ 4,837.68	$ 24.49	$ 29.77
ACCOUNTANT II	14	A	4	Y	$ 4,245.58	$ 4,457.84	$ 4,680.76	$ 4,914.79	$ 5,160.53	$ 24.49	$ 29.77
ACCOUNTANT III	16	A	4	Y	$ 4,680.76	$ 4,914.79	$ 5,160.53	$ 5,418.55	$ 5,689.49	$ 27.00	$ 32.82
ADMINISTRATIVE SUPPORT III	7	A	3	Y	$ 2,828.47	$ 2,969.92	$ 3,118.41	$ 3,274.30	$ 3,438.05	$ 17.41	$ 21.16
ADMINISTRATIVE SUPPORT IV	9	A	3	Y	$ 3,118.42	$ 3,274.32	$ 3,438.06	$ 3,609.96	$ 3,790.44	$ 19.19	$ 23.33
ANIMAL CONTROL OFFICER	12	A	3	Y	$ 3,609.99	$ 3,790.47	$ 3,980.00	$ 4,179.00	$ 4,387.94	$ 22.22	$ 27.00
BUILDING INSPECTOR I	20	A	4	Y	$ 5,689.42	$ 5,973.88	$ 6,272.60	$ 6,586.18	$ 6,915.53	$ 32.82	$ 39.90
CARTOGRAPHER	15	A	3	Y	$ 4,179.01	$ 4,387.94	$ 4,607.35	$ 4,837.71	$ 5,079.60	$ 25.72	$ 31.26
CARTOGRAPHER TRAINEE	10	A	3	Y	$ 3,274.29	$ 3,438.04	$ 3,609.93	$ 3,790.42	$ 3,979.95	$ 20.15	$ 24.49
CARTOGRAPHER, SENIOR	17	A	3	Y	$ 4,607.35	$ 4,837.71	$ 5,079.60	$ 5,333.62	$ 5,600.28	$ 28.35	$ 34.46
CASE AIDE	13	A	3	Y	$ 3,790.44	$ 3,979.98	$ 4,179.00	$ 4,387.92	$ 4,607.32	$ 23.33	$ 28.35
CHILD SUPPORT AGENT I	13	A	3	Y	$ 3,790.44	$ 3,979.98	$ 4,179.00	$ 4,387.92	$ 4,607.32	$ 23.33	$ 28.35
CHILD SUPPORT AGENT II	15	A	3	Y	$ 4,179.01	$ 4,387.94	$ 4,607.35	$ 4,837.71	$ 5,079.60	$ 25.72	$ 31.26
CODE COMPLIANCE SPECIALIST	15	A	3	Y	$ 4,179.01	$ 4,387.94	$ 4,607.35	$ 4,837.71	$ 5,079.60	$ 25.72	$ 31.26
CODE COMPLIANCE SPECIALIST	15	A	4	Y	$ 4,457.84	$ 4,680.76	$ 4,914.79	$ 5,160.53	$ 5,418.55	$ 25.72	$ 31.26
CUSTODIAN	7	A	4	Y	$ 3,018.06	$ 3,168.95	$ 3,327.42	$ 3,493.78	$ 3,668.46	$ 17.41	$ 21.16
ELECTIONS TECHNICIAN	15	A	3	Y	$ 4,179.01	$ 4,387.94	$ 4,607.35	$ 4,837.71	$ 5,079.60	$ 25.72	$ 31.26
ELECTRICAL INSPECTOR	20	A	4	Y	$ 5,689.42	$ 5,973.88	$ 6,272.60	$ 6,586.18	$ 6,915.53	$ 32.82	$ 39.90
ENGINEERING TECH - LEAD WORKER	21	A	4	Y	$ 5,879.92	$ 6,173.92	$ 6,482.63	$ 6,806.75	$ 7,147.09	$ 33.92	$ 41.23
ENGINEERING TECHNICIAN I	17	A	4	Y	$ 4,914.68	$ 5,160.41	$ 5,418.42	$ 5,689.34	$ 5,973.81	$ 28.35	$ 34.46
ENGINEERING TECHNICIAN II	18	A	4	Y	$ 5,160.41	$ 5,418.42	$ 5,689.34	$ 5,973.81	$ 6,272.52	$ 29.77	$ 36.19
ENGINEERING TECHNICIAN III	20	A	4	Y	$ 5,689.42	$ 5,973.88	$ 6,272.60	$ 6,586.18	$ 6,915.53	$ 32.82	$ 39.90
ENVIRONMENTAL HEALTH SPEC I	13	A	3	Y	$ 3,790.44	$ 3,979.98	$ 4,179.00	$ 4,387.92	$ 4,607.32	$ 23.33	$ 28.35
ENVIRONMENTAL HEALTH SPEC II	20	A	4	Y	$ 5,689.42	$ 5,973.88	$ 6,272.60	$ 6,586.18	$ 6,915.53	$ 32.82	$ 39.90
EQUIPMENT SERVICER	RD5	A	4	Y	$ 21.84	$ 22.95	$ 24.09	$ 25.27	$ 26.55	$ -	$ -
FISHERIES BIOLOGICAL AIDE	13	A	3	Y	$ 3,790.44	$ 3,979.98	$ 4,179.00	$ 4,387.92	$ 4,607.32	$ 23.33	$ 28.35
FISHERIES BIOLOGIST	14	A	3	Y	$ 3,979.98	$ 4,179.00	$ 4,387.92	$ 4,607.32	$ 4,837.68	$ 24.49	$ 29.77
GIS COORDINATOR/ANALYST	20	A	3	Y	$ 5,333.29	$ 5,599.93	$ 5,879.92	$ 6,173.92	$ 6,482.65	$ 32.82	$ 39.90
GIS/PROJECT PLANNER	20	A	4	Y	$ 5,689.42	$ 5,973.88	$ 6,272.60	$ 6,586.18	$ 6,915.53	$ 32.82	$ 39.90
GIS TECHNICIAN	15	A	3	Y	$ 4,179.01	$ 4,387.94	$ 4,607.35	$ 4,837.71	$ 5,079.60	$ 25.72	$ 31.26
HEALTH PROMOTION SPECIALIST	14	A	3	Y	$ 3,979.98	$ 4,179.00	$ 4,387.92	$ 4,607.32	$ 4,837.68	$ 24.49	$ 29.77
HELP DESK TECHNICIAN	14	A	3	Y	$ 3,979.98	$ 4,179.00	$ 4,387.92	$ 4,607.32	$ 4,837.68	$ 24.49	$ 29.77
JUVENILE PROBATION COUNSELOR	18	A	3	Y	$ 4,837.69	$ 5,079.57	$ 5,333.61	$ 5,600.26	$ 5,880.26	$ 29.77	$ 36.19
JUVENILE PROB. COUNSELOR LEAD	20	A	3	Y	$ 5,333.29	$ 5,599.93	$ 5,879.92	$ 6,173.92	$ 6,482.65	$ 32.82	$ 39.90
JUVENILE PREVENTION SPECIALIST	9	A	3	Y	$ 3,118.42	$ 3,274.32	$ 3,438.06	$ 3,609.96	$ 3,790.44	$ 19.19	$ 23.33
KENNEL WORKER	7	A	4	Y	$ 3,018.06	$ 3,168.95	$ 3,327.42	$ 3,493.78	$ 3,668.46	$ 17.41	$ 21.16
MAINTENANCE ASSISTANT II	13	A	4	Y	$ 4,044.04	$ 4,246.25	$ 4,458.56	$ 4,681.49	$ 4,915.56	$ 23.33	$ 28.35
MAINTENANCE ASSISTANT I	9	A	4	Y	$ 3,326.30	$ 3,492.61	$ 3,667.28	$ 3,850.61	$ 4,043.15	$ 19.19	$ 23.33
MECHANIC	RD8	A	4	Y	$ 25.25	$ 26.53	$ 27.83	$ 29.23	$ 30.70	$ -	$ -
MEDICAL ASSISTANT	9	A	3	Y	$ 3,118.42	$ 3,274.32	$ 3,438.06	$ 3,609.96	$ 3,790.44	$ 19.19	$ 23.33
NETWORK ADMINISTRATOR	20	A	3	Y	$ 5,333.29	$ 5,599.93	$ 5,879.92	$ 6,173.92	$ 6,482.65	$ 32.82	$ 39.90
NUTRITION (WIC) AIDE/Staff Asst	11	A	3	Y	$ 3,438.08	$ 3,609.97	$ 3,790.46	$ 3,979.98	$ 4,179.00	$ 21.16	$ 25.72
NUTRITIONIST, REGISTERED	14	A	3	Y	$ 3,979.98	$ 4,179.00	$ 4,387.92	$ 4,607.32	$ 4,837.68	$ 24.49	$ 29.77
PARK RANGER	9	A	4	Y	$ 3,326.30	$ 3,492.61	$ 3,667.28	$ 3,850.61	$ 4,043.15	$ 19.19	$ 23.33
PERMIT TECHNICIAN	13	A	4	Y	$ 4,044.04	$ 4,246.25	$ 4,458.56	$ 4,681.49	$ 4,915.56	$ 23.33	$ 28.35
PLANNER	15	A	3	Y	$ 4,179.01	$ 4,387.94	$ 4,607.35	$ 4,837.71	$ 5,079.60	$ 25.72	$ 31.26
PLANNER	15	A	4	Y	$ 4,457.84	$ 4,680.76	$ 4,914.79	$ 5,160.53	$ 5,418.55	$ 25.72	$ 31.26
PLANNER, SENIOR	20	A	4	Y	$ 5,689.42	$ 5,973.88	$ 6,272.60	$ 6,586.18	$ 6,915.53	$ 32.82	$ 39.90
PLANNING TECHNICIAN	13	A	3	Y	$ 3,790.44	$ 3,979.98	$ 4,179.00	$ 4,387.92	$ 4,607.32	$ 23.33	$ 28.35
PRE-TRIAL RELEASE SPECIALIST	13	A	4	Y	$ 4,044.04	$ 4,246.25	$ 4,458.56	$ 4,681.49	$ 4,915.56	$ 23.33	$ 28.35
PROGRAMMER ANALYST	20	A	3	Y	$ 5,333.29	$ 5,599.93	$ 5,879.92	$ 6,173.92	$ 6,482.65	$ 32.82	$ 39.90
PROPERTY APPRAISER I	14	A	3	Y	$ 3,979.98	$ 4,179.00	$ 4,387.92	$ 4,607.32	$ 4,837.68	$ 24.49	$ 29.77
PROPERTY APPRAISER II	17	A	3	Y	$ 4,607.35	$ 4,837.71	$ 5,079.60	$ 5,333.62	$ 5,600.28	$ 28.35	$ 34.46
PROPERTY APPRAISER, SENIOR	19	A	3	Y	$ 5,079.58	$ 5,333.61	$ 5,600.26	$ 5,880.26	$ 6,174.28	$ 31.26	$ 38.00
PROP.MGMT.SPEC/PERS.PROP.SPEC	15	A	3	Y	$ 4,179.01	$ 4,387.94	$ 4,607.35	$ 4,837.71	$ 5,079.60	$ 25.72	$ 31.26
ROAD MAINT. WORKER	RD7	A	4	Y	$ 24.11	$ 25.31	$ 26.58	$ 27.92	$ 29.30	$ -	$ -
ROAD MAINT. WORKER TRAINEE	RD5	A	4	Y	$ 21.84	$ 22.95	$ 24.09	$ 25.27	$ 26.55	$ -	$ -
SHOP MAINT. ASST	9	A	4	Y	$ 19.19	$ 20.15	$ 21.17	$ 22.22	$ 23.33	$ -	$ -
STAFF ASSISTANT	11	A	3	Y	$ 3,438.08	$ 3,609.97	$ 3,790.46	$ 3,979.98	$ 4,179.00	$ 21.16	$ 25.72
STAFF ASSISTANT Building Codes	11II	A	4	Y	$ 3,666.35	$ 3,849.64	$ 4,042.15	$ 4,244.26	$ 4,456.47	$ 21.15	$ 25.72
SURVEY TECHNICIAN I	17	A	4	Y	$ 4,914.68	$ 5,160.41	$ 5,418.42	$ 5,689.34	$ 5,973.81	$ 28.35	$ 34.46
SURVEY TECHNICIAN II	18	A	4	Y	$ 5,160.41	$ 5,418.42	$ 5,689.34	$ 5,973.81	$ 6,272.52	$ 29.77	$ 36.19
SURVEY TECHNICIAN III	20	A	4	Y	$ 5,689.42	$ 5,973.88	$ 6,272.60	$ 6,586.18	$ 6,915.53	$ 32.82	$ 39.90
TAX TECHNICIAN - A&T	15	A	3	Y	$ 4,179.01	$ 4,387.94	$ 4,607.35	$ 4,837.71	$ 5,079.60	$ 25.72	$ 31.26
VICTIM SERVICES COORDINATOR	14	A	3	Y	$ 3,979.98	$ 4,179.00	$ 4,387.92	$ 4,607.32	$ 4,837.68	$ 24.49	$ 29.77
VICTIM SERVICES COORDINATOR-LEAD	15	A	3	Y	$ 4,179.01	$ 4,387.94	$ 4,607.35	$ 4,837.71	$ 5,079.60	$ 25.72	$ 31.26

TITLE	range	union	hours/week	O/T Eligible	MINIMUM A	B	STEPS C	D	MAXIMUM E	HOURLY RATE STEP A	TOP STEP
CHILD CARE PROVIDER	8	C	4	Y	$ 12.01	---	---	---	---	---	---
DEPUTY SHERIFF, CRIM. RESERVE	12	C	4	Y	$ 19.95	---	---	---	$ 27.09	---	---
DISASTER ASSISTANCE WORKER	10	C	4	Y	$ 12.32	---	---	---	$ 40.49	---	---
ELECTION WORKER	11	C	4	Y	$ 12.26	---	---	---	$ 12.73	---	---
PARENT EDUCATOR	15	C	4	Y	$ 22.38	---	---	---	---	---	---
Secured Custody Transport/Work Crew	10	C	4	Y	$ 19.18	---	---	---	---	---	---
VICTIM SERVICES ASSISTANT	9	C	4	Y	$ 15.98	---	---	---	---	---	---
PARK MAINT.HELPER	RD1	C1	4	Y	$ 14.38	$ 15.10	$ 15.84	$ 16.63	$ 17.04	---	---
ROAD MAINT. HELPER	RD2	C1	4	Y	$ 14.38	$ 15.10	$ 15.84	$ 16.63	$ 17.04	---	---
DISTRICT ATTORNEY, DEPUTY I	1DA	DA	4	N	$ 5,594.16	---	---	---	$ 7,159.60	$ 32.27	$ 41.30
DISTRICT ATTORNEY, DEPUTY II	2DA	DA	4	N	$ 6,070.62	---	---	---	$ 7,759.22	$ 35.02	$ 44.76
DISTRICT ATTORNEY, DEPUTY III	3DA	DA	4	N	$ 7,428.07	---	---	---	$ 10,143.70	$ 42.85	$ 58.52
FAMILY PLANNING CLINICAL PROVIDER	20	O	3	Y	$ 40.95	$ 42.99	$ 45.13	$ 47.41	$ 49.78	---	---
NURSE PRACTIONER/CLINICIAN	20	O	3	Y	$ 40.95	$ 42.99	$ 45.13	$ 47.41	$ 49.78	---	---
PUBLIC HEALTH NURSE I	16	O	3	Y	$ 30.54	$ 32.05	$ 33.67	$ 35.37	$ 37.13	---	---
PUBLIC HEALTH NURSE I - Jail Nurse	16	O	3	Y	$ 30.54	$ 32.05	$ 33.67	$ 35.37	$ 37.13	---	---
PUBLIC HEALTH NURSE II	17	O	3	Y	$ 33.69	$ 35.38	$ 37.16	$ 38.99	$ 40.95	---	---
PUBLIC HEALTH NURSE II - Jail Nurse	17	O	3	Y	$ 33.69	$ 35.38	$ 37.16	$ 38.99	$ 40.95	---	---
PUBLIC HEALTH NURSE III	18	O	3	Y	$ 37.13	$ 38.97	$ 40.93	$ 42.95	$ 45.11	---	---
PUBLIC HEALTH NURSE III - Jail Nurse	18	O	3	Y	$ 37.13	$ 38.97	$ 40.93	$ 42.95	$ 45.11	---	---
PUBLIC HEALTH NURSE II CASUAL	17II	O	3	Y	36.39	38.22	40.13	42.11	44.22	---	---

This Salary Appendix A is approved effective July 1, 2019:

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Monica Steele, Interim County Manager

Legend for Union Column:	COLA
A - AFSCME Courthouse / Roads Bargaining	1.0290
DS - CCLEA Deputy Sheriff's Bargaining Unit	1.0290
PO - FOPPO Parole & Probation Bargaining Unit	1.0290
O - ONA Nurses Bargaining Unit	1.0290
U - Unrepresented / Management	1.0290
DA - AFSCME District Attorney's Bargaining Unit	1.0290
C-Casual	1.0290
C1-Casual Roads	1.0290
Legend for Hours/Week Column:	
3 - Standard Work Week is 37.5 Hours	
4 - Standard Work Week is 40 Hours	

Hourly Rate Formula:
37.5 Hour Employee: monthly salary x 12 divided by 1950 hours in year = rate
40.0 Hour Employee: monthly salary x 12 divided by 2080 hours in year = rate

RU SCHEDULE

CLASS AND SALARY RATE TABLE EFFECTIE JULY 1 2019

Title	Range	Union	Hours/Week	OT/Eligible	MINIMUM 1	2	3	STEPS 4	5	6	MAXIMUM 7	HOURLY RATE STEP 1	HOURLY RATE TOP STEP
Community Relations Coordinator	RU11	U	40	Y	$ 3,831.61	$ 4,057.00	$ 4,282.39	$ 4,507.77	$ 4,733.16	$ 4,958.55	$ 5,183.94	22.10	29.91
Contrtol Room Technician	RU08	DS	40	Y	$ 3,197.81	$ 3,385.91	$ 3,574.02	$ 3,762.13	$ 3,950.23	$ 4,138.34	$ 4,326.45	18.45	24.96
Deputy Sheriff	RU13	DS	40	Y	$ 4,322.96	$ 4,577.25	$ 4,831.55	$ 5,085.84	$ 5,340.13	$ 5,594.42	$ 5,848.71	24.94	33.74
Emergency Services Coordinator	RU16	U	40	Y	$ 5,180.83	$ 5,485.59	$ 5,790.34	$ 6,095.10	$ 6,399.85	$ 6,704.61	$ 7,009.36	29.89	40.44
Executive Assistant	RU12	U	40	Y	$ 4,070.08	$ 4,309.50	$ 4,548.92	$ 4,788.33	$ 5,027.75	$ 5,267.17	$ 5,506.58	23.48	31.77
HR Assistant	RU10	U	40	Y	$ 3,607.54	$ 3,819.75	$ 4,031.95	$ 4,244.16	$ 4,456.37	$ 4,668.58	$ 4,880.79	20.81	28.16
Information Systems Analyst	RU18	U	40	N	$ 5,845.04	$ 6,188.87	$ 6,532.69	$ 6,876.52	$ 7,220.35	$ 7,564.17	$ 7,908.00	33.72	45.62
Juvenile Services Coordinator	RU13	U	40	Y	$ 4,322.96	$ 4,577.25	$ 4,831.55	$ 5,085.84	$ 5,340.13	$ 5,594.42	$ 5,848.71	24.94	33.74
Medical Examiner	RU21	U	40	N	$ 7,005.41	$ 7,417.49	$ 7,829.57	$ 8,241.66	$ 8,653.74	$ 9,065.82	$ 9,477.91	40.41	54.68
Medical Examiner	FLAT	U	40	N	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,873.27	Flat	-
Network Administrator, Senior	RU18	U	40	N	$ 5,845.04	$ 6,188.87	$ 6,532.69	$ 6,876.52	$ 7,220.35	$ 7,564.17	$ 7,908.00	33.72	45.62
Network Technician	RU18	U	40	N	$ 5,845.04	$ 6,188.87	$ 6,532.69	$ 6,876.52	$ 7,220.35	$ 7,564.17	$ 7,908.00	33.72	45.62
Parole & Probation Deputy I	RU14	PO	40	Y	$ 4,591.85	$ 4,861.96	$ 5,132.06	$ 5,402.17	$ 5,672.28	$ 5,942.39	$ 6,212.50	26.49	35.84
Parole & Probation Deputy II	RU16	PO	40	Y	$ 5,180.83	$ 5,485.59	$ 5,790.34	$ 6,095.10	$ 6,399.85	$ 6,704.61	$ 7,009.36	29.89	40.44
Senior Deputy Sheriff I	RU14	DS	40	Y	$ 4,591.85	$ 4,861.96	$ 5,132.06	$ 5,402.17	$ 5,672.28	$ 5,942.39	$ 6,212.50	26.49	35.84
Senior Deputy Sheriff II	RU16	DS	40	Y	$ 5,180.83	$ 5,485.59	$ 5,790.34	$ 6,095.10	$ 6,399.85	$ 6,704.61	$ 7,009.36	29.89	40.44
Social Services Coordinator	RU13	U	40	Y	$ 4,322.96	$ 4,577.25	$ 4,831.55	$ 5,085.84	$ 5,340.13	$ 5,594.42	$ 5,848.71	24.94	33.74

This Salary Schedule RU is approved effective July 1, 2019:

Approved by: _____ _____

Monica Steele, Interim Clatsop County Manager Date

Legend for Union Column:	COLA
A - AFSCME Courthouse / Roads Bargaining Unit	1.0290
DS - CCLEA Deputy Sheriff's Bargaining Unit	1.0290
PO - FOPPO Parole & Probation Bargaining Unit	1.0290
O - ONA Nurses Bargaining Unit	1.0290
U - Unrepresented / Management	1.0290
DA - AFSCME District Attorney's Bargaining Unit	1.0290
C-Casual	1.0290
C1-Casual Roads	1.0290
Legend for Hours/Week Column:	
3 - Standard Work Week is 37.5 Hours	
4 - Standard Work Week is 40 Hours	

Hourly Rate Formula:

37.5 Hour Employee: monthly salary x 12 divided by 1950 hours in year = rate

40.0 Hour Employee: monthly salary x 12 divided by 2080 hours in year = rate

M Schedule
CLASS AND SALARY RATE TABLE EFFECTIVE July 1, 2019

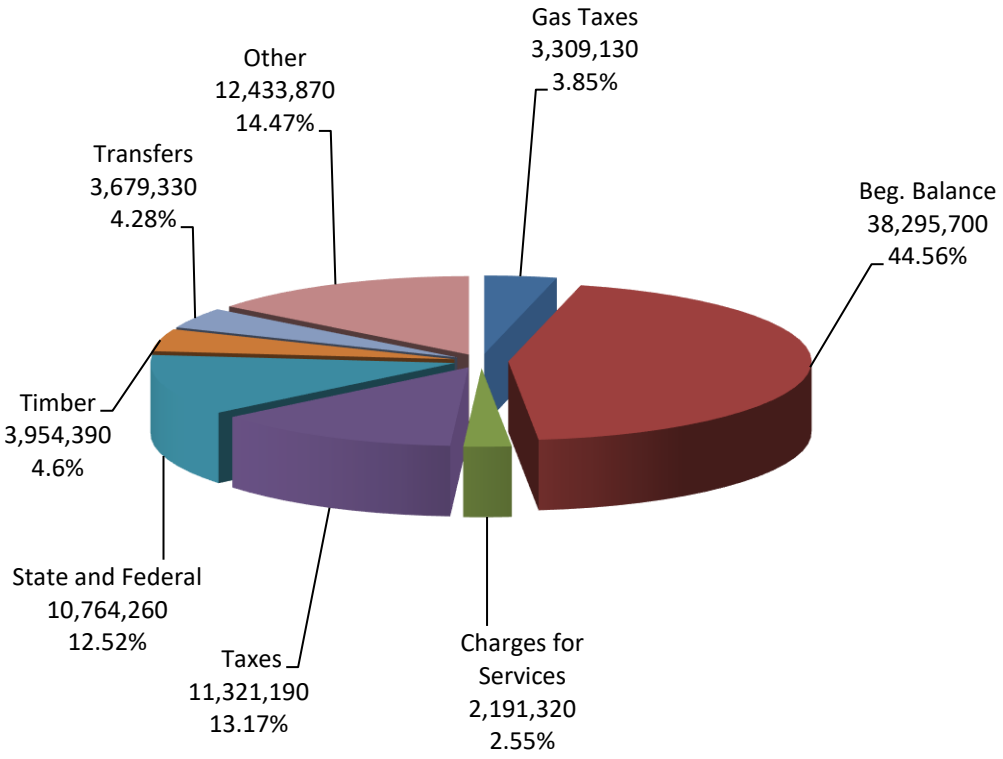
Title					MINIMUM Step 1	Step 2	Step 3	MARKET Step 4	Step 5	Step 6	MAXIMUM Step 7
Animal Control Supervisor	4	M	4	Y	$ 5,384.67	-	-	-	-	-	$ 7,285.14
Assessor Tax Director	8	M	4	N	$ 7,538.81	-	-	-	-	-	$ 10,199.57
Assistant County Manager	10	M	4	N	$ 8,920.21	-	-	-	-	-	$ 12,068.52
Assistant Public Works Director	7	M	4	N	$ 6,930.54	-	-	-	-	-	$ 9,376.61
Budget & Finance Director	8	M	4	N	$ 7,538.81	-	-	-	-	-	$ 10,199.57
Building Official	7	M	4	N	$ 6,930.54	-	-	-	-	-	$ 9,376.61
Capital Projects Manager	7	M	4	N	$ 6,930.54	-	-	-	-	-	$ 9,376.61
Clinical Manager	3	M	4	N	$ 4,950.20	-	-	-	-	-	$ 6,697.33
Community Development Director	9	M	4	N	$ 8,200.48	-	-	-	-	-	$ 11,094.76
County Clerk	6	M	4	N	$ 6,371.34	-	-	-	-	-	$ 8,620.05
County Engineer	6	M	4	N	$ 6,371.34	-	-	-	-	-	$ 8,620.05
County Surveyor	6	M	4	N	$ 6,371.34	-	-	-	-	-	$ 8,620.05
Deputy Assessor and Tax Collector	4	M	4	N	$ 5,384.67	-	-	-	-	-	$ 7,285.14
Deputy Sheriff, Chief	10	M	4	N	$ 8,920.21	-	-	-	-	-	$ 12,068.52
District Attorney, Chief Deputy	10	M	4	N	$ 8,920.21	-	-	-	-	-	$ 12,068.52
Emergency Services Manager	5	M	4	N	$ 5,857.27	-	-	-	-	-	$ 7,924.54
Environmental Health Supervisor	5	M	4	N	$ 5,857.27	-	-	-	-	-	$ 7,924.54
Fisheries Project Supervisor	4	M	4	Y	$ 5,384.67	-	-	-	-	-	$ 7,285.14
GIS Cartographic Project Manager	7	M	4	N	$ 6,930.54	-	-	-	-	-	$ 9,376.61
Human Resources Director	8	M	4	N	$ 7,538.81	-	-	-	-	-	$ 10,199.57
Information Systems Manager	8	M	4	N	$ 7,538.81	-	-	-	-	-	$ 10,199.57
Juvenile Director	8	M	4	N	$ 7,538.81	-	-	-	-	-	$ 10,199.57
Lieutenant	8	M	4	N	$ 7,538.81	-	-	-	-	-	$ 10,199.57
Maintenance/ Custodial Supervisor	4	M	4	Y	$ 5,384.67	-	-	-	-	-	$ 7,285.14
Natural Resource Manager	5	M	4	N	$ 5,857.27	-	-	-	-	-	$ 7,924.54
Planning Manager	7	M	4	N	$ 6,930.54	-	-	-	-	-	$ 9,376.61
Prevention Program Coordinator	5	M	4	N	$ 5,857.27	-	-	-	-	-	$ 7,924.54
Property Appraisal Supervisor	5	M	4	N	$ 5,857.27	-	-	-	-	-	$ 7,924.54
Public Health Director	9	M	4	N	$ 8,200.48	-	-	-	-	-	$ 11,094.76
Public Works Director	10	M	4	N	$ 8,920.21	-	-	-	-	-	$ 12,068.52
Road Foreman	4	M	4	Y	$ 5,384.67	-	-	-	-	-	$ 7,285.14
Senior Administrative Supervisor	5	M	4	N	$ 5,857.27	-	-	-	-	-	$ 7,924.54
Sergeant	6	M	4	Y	$ 6,371.34	-	-	-	-	-	$ 8,620.05

NOTE: The Clatsop County Sheriff Salary shall be set in compliance with ORS 204.112

Approved by: _____ _____

Monica Steele, Interim Clatsop County Manager Date

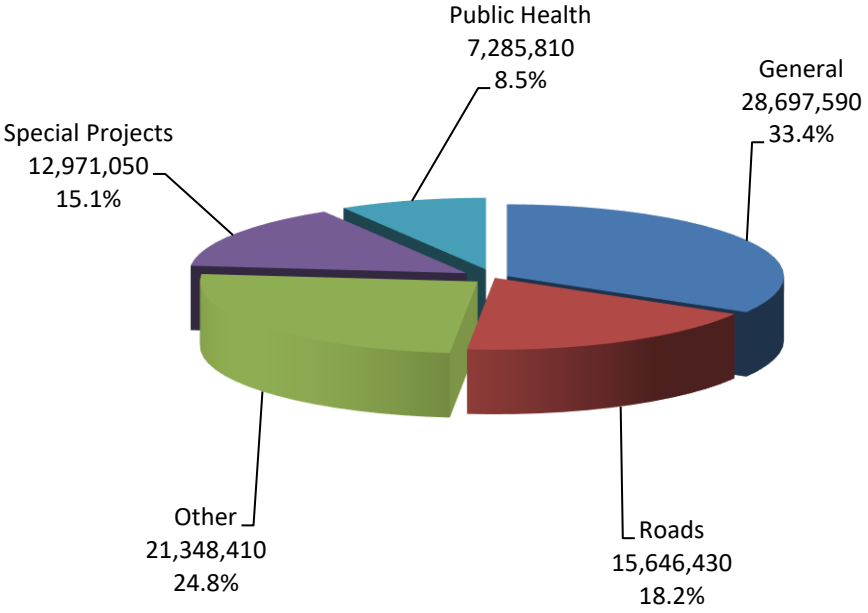
Clatsop County Finances: 2019-2020
County Resources: All Funds
Total: $85,949,290



This chart demonstrates the revenue streams for all county resources. The Beginning Balance amount listed is less the unappropriated fund balance of $24,203,570; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted expenditures for the 2019-20 fiscal year, therefore they are reserved as an unbudgeted balance carried forward to the next FY. The majority of these funds are associated with the bond revenues for the jail remodel/addition construction of which will primarily take place during the 2020-21 fiscal year.

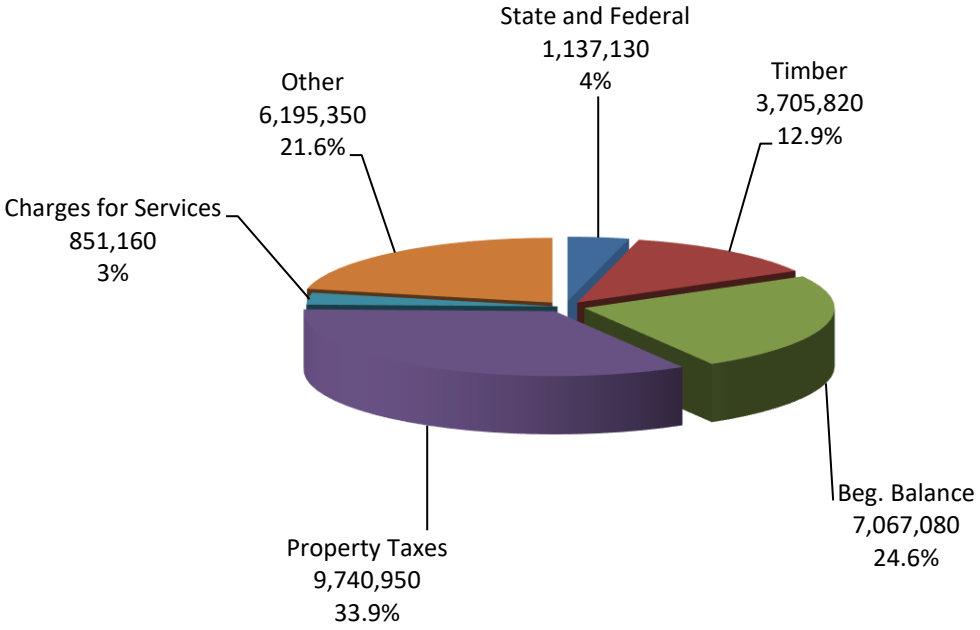
The revenue category listed as other includes revenues such as: Special Payments made from county service districts; Indirect Cost Revenue, Donations, Licenses & Permits, Interest , Fines, and Rental Fees.

Clatsop County Finances: 2019-2020
Appropriations by Fund
Total: $85,949,290



This chart represents total county appropriations less the County Service Districts which are Rural Law Enforcement District (RLED), Road District, Westport Sewer District, and 4-H & Extension District. The total County Service District appropriations are $10,448,390.

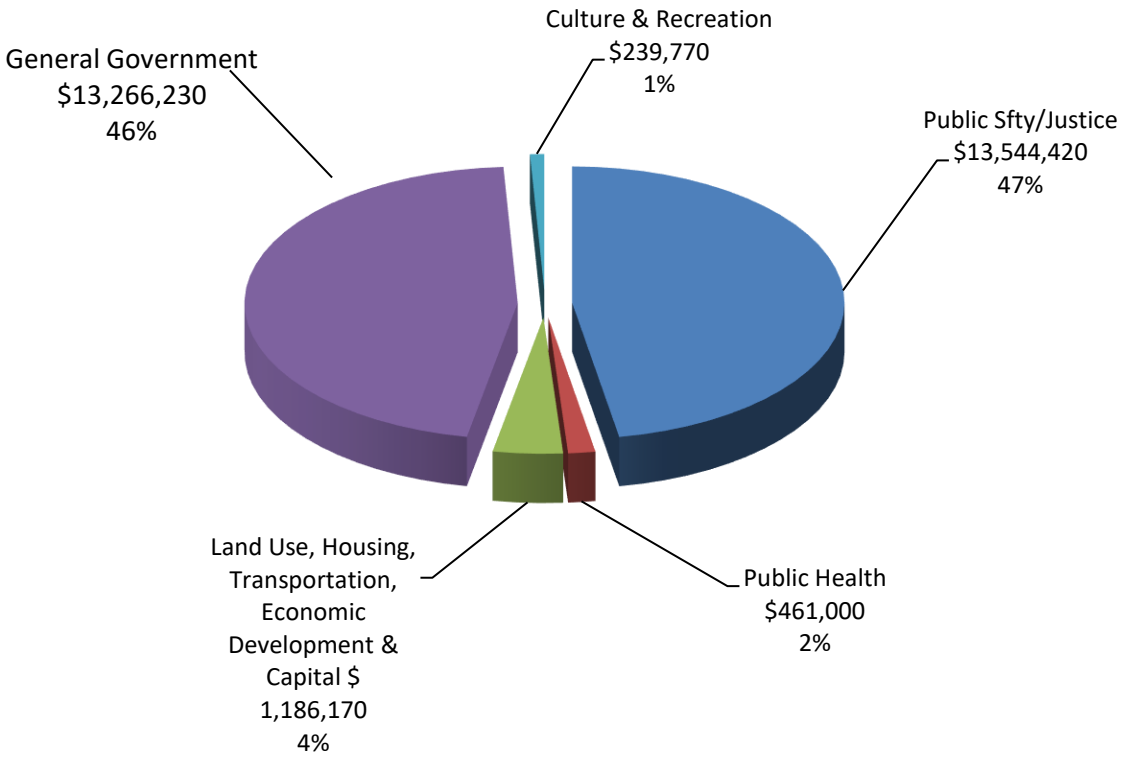
Clatsop County Finances: 2019-2020
General Fund Resources
Total: $28,697,590



This chart demonstrates the revenue streams for the county general fund. The Beginning Balance amount listed does not include the unappropriated fund balance of $4,051,490; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted General Fund expenditures for the 2019-20 fiscal year, therefore they are reserved as an unbudgeted balance carried forward to the next FY.

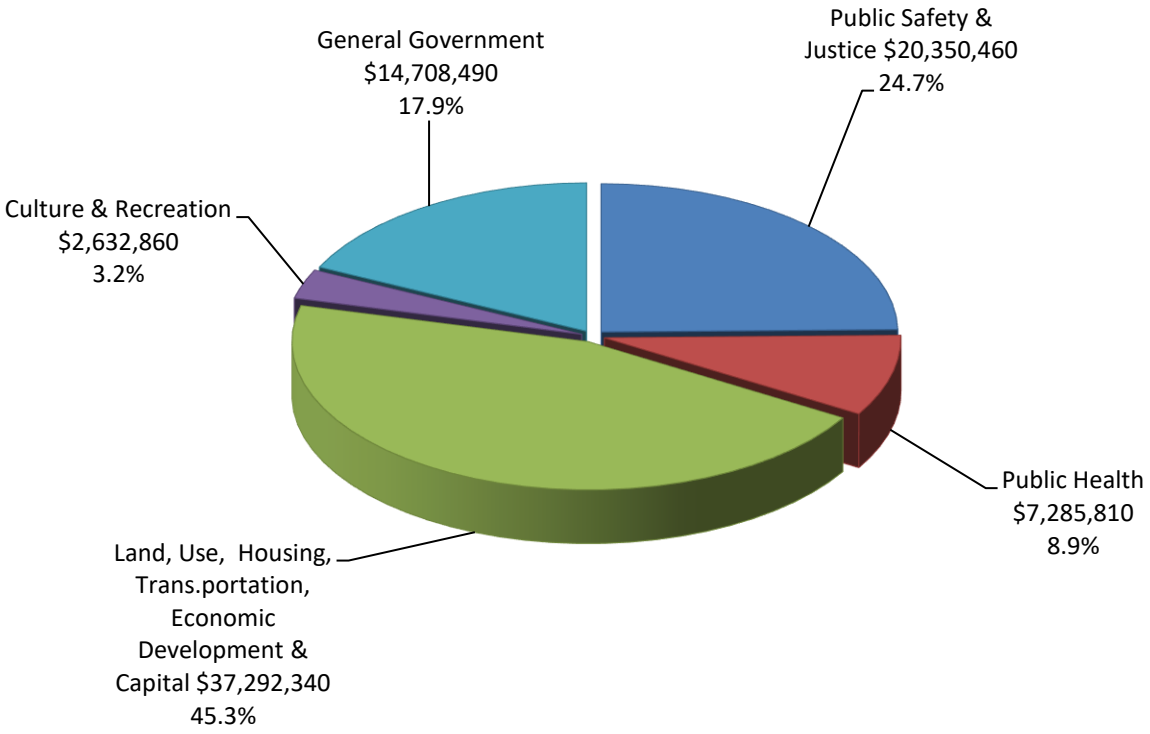
The revenue category listed as other includes revenues such as: Licenses & Permits, Fines, Forfeits, & Penalties, Intergovernmental, and Donations.

Clatsop County Finances 2019-2020
General Fund Appropriations by Functional Area
Total $28,697,590



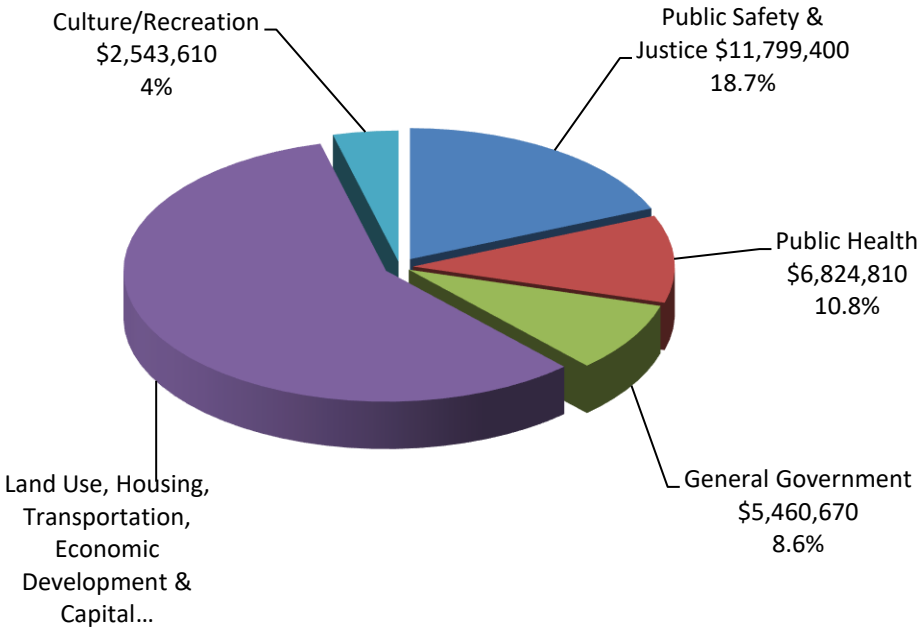
The chart above represents the total proposed General Fund expenditure appropriation by functional area for the next fiscal year. Approximately ninety-three percent (93%) of total general funds are allocated to Public Safety (46%) and general government activities (47%); which include both direct government services and indirect services. Examples of Public Safety services include, but are not limited to: Sheriff's Office, Corrections, District Attorney's Office, Juvenile, Animal Control, and Emergency Management. Examples of General Government direct services include, but are not limited to: Assessment & Taxation, County Clerk functions, and the Board of Commissioners. Examples of General Government indirect services include, but are not limited to: County Manager, Budget & Finance, Human Resources, and Information Systems.

Clatsop County Functions/Programs Budget
Total Expenditures - 2019-2020
Totals $82,269,960



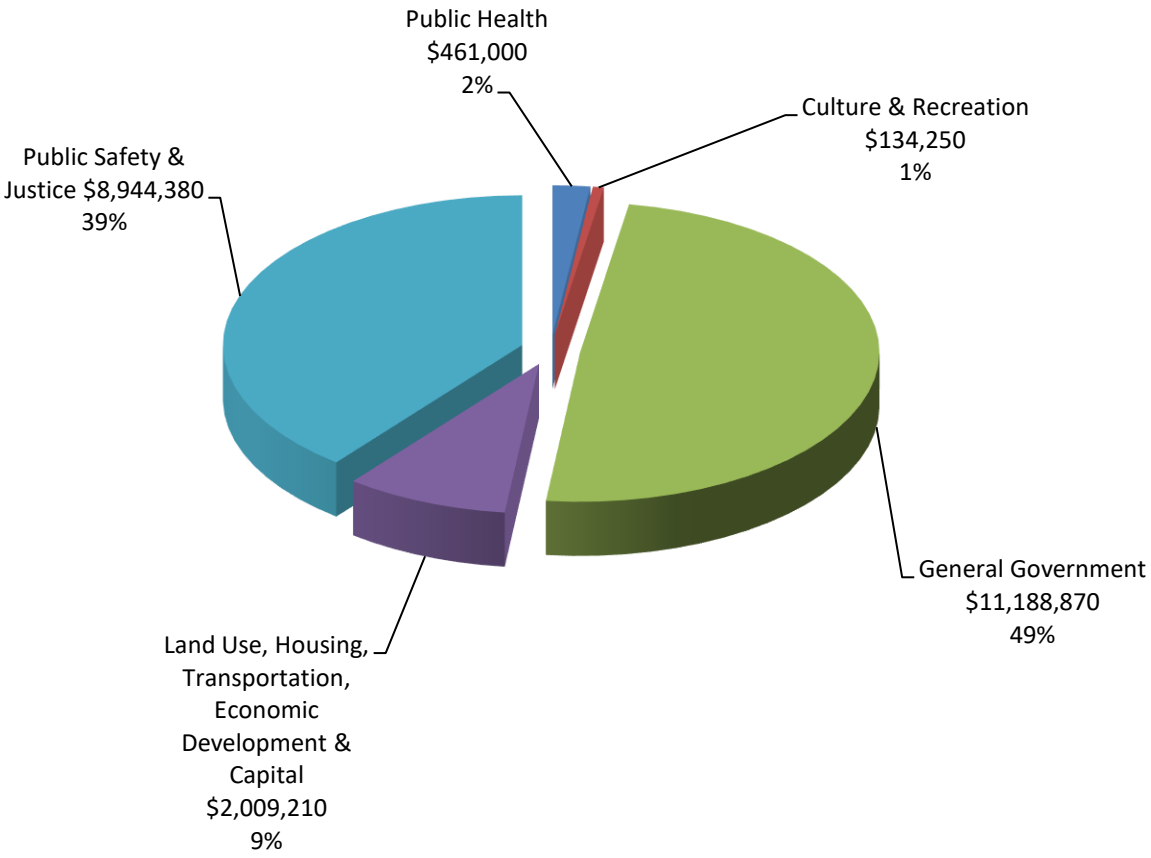
This chart represents the County-wide appropriations by functional area less the County Service Districts appropriations of $10,448,390. This chart also eliminates double counting of appropriations that are transferred to other funds in the amount of $3,679,330 and shows those appropriations only in the functional area in which they are budgeted to be expended for services.

Clatsop County Functions/Programs Budget
Dedicated Funding 2019-2020
$63,211,680



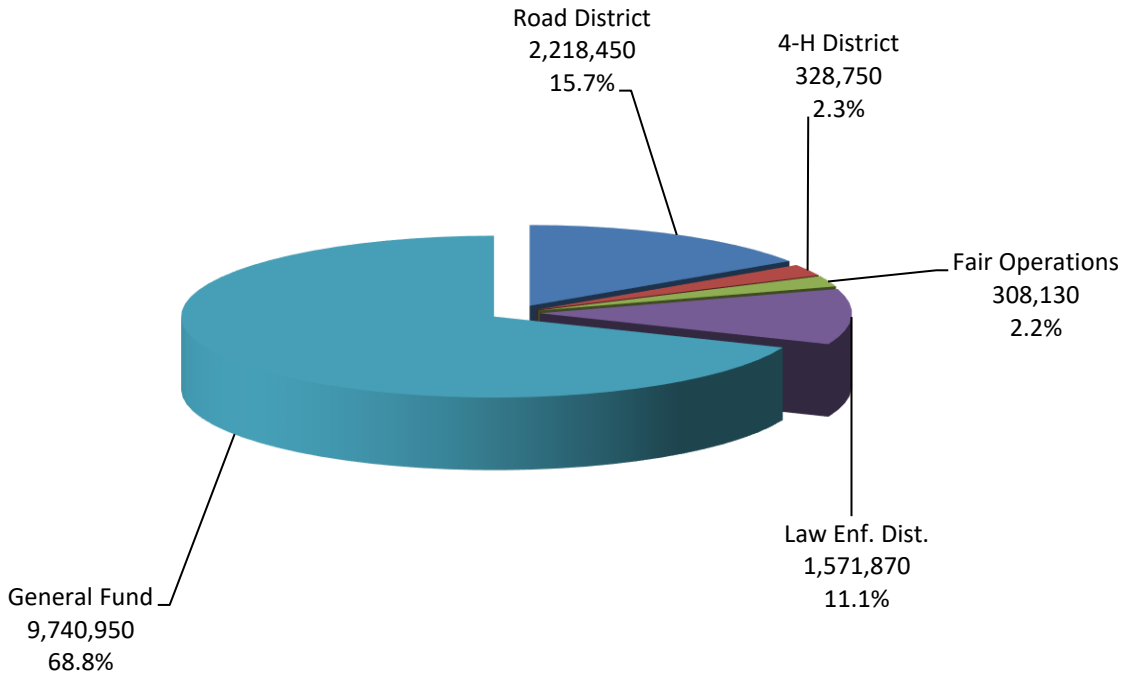
The chart above represents the County-wide dedicated funding, or restricted resources that must be used for specific governmental purposes, by functional grouping for the next fiscal year. The chart eliminates double counting of restricted resources that are transferred to other funds and shows those revenues only in the functional area in which they are budgeted to be expended for services.

Clatsop County Functions/Programs Budget Discretionary Funding 2019-2020 $22,737,610



The chart above represents County expenditures by functional grouping budgeted for the next fiscal year. The chart eliminates double counting expenditures transferred to other funds and shows those expenses only in the functional area in which they are budgted to be expended for services.

Clatsop County Finances: 2019-2020
Taxes: All Funds
Total: $14,168,150



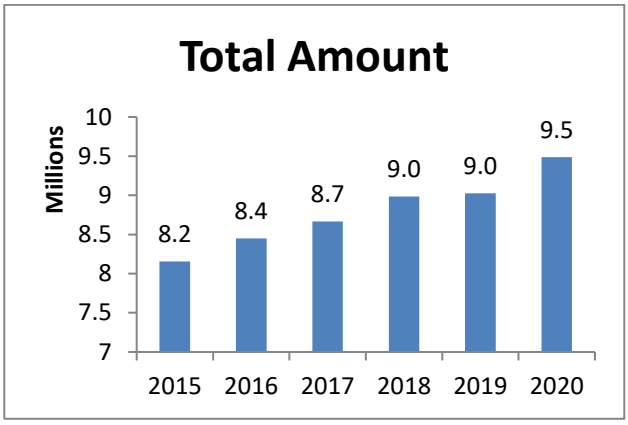
This chart represents the portion of taxes collected that are retained by the county government for services. Taxes collected include: Property taxes, strategic investment plan taxes (pertaining to Georgia Pacific), land sales on forclosed tax properties, and federal payments made in-lieu of taxes.

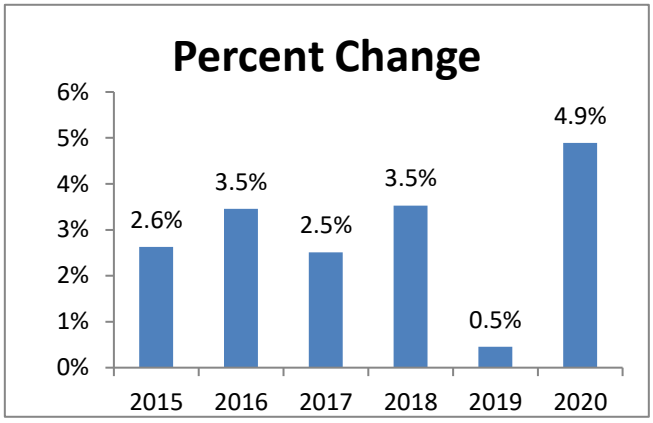
Historical Review of County General Fund Revenues

The following graphs and narrative present the historical changes in the County's General Fund revenue sources. The 2015 through 2018 are actuals, and the 2019 and 2020 figures are as budgeted.

Property Taxes, 2015-2020

Total General Fund Revenues

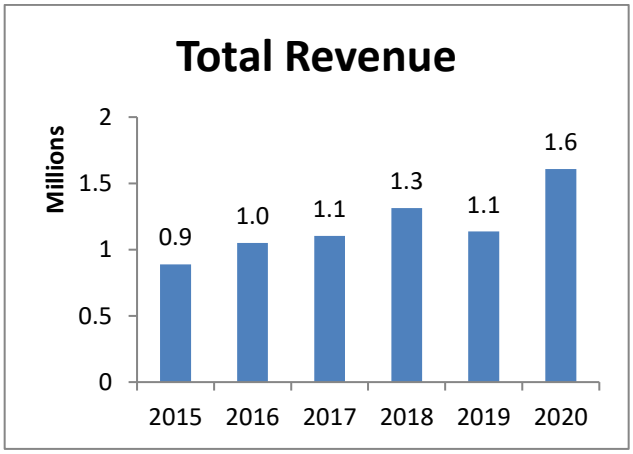


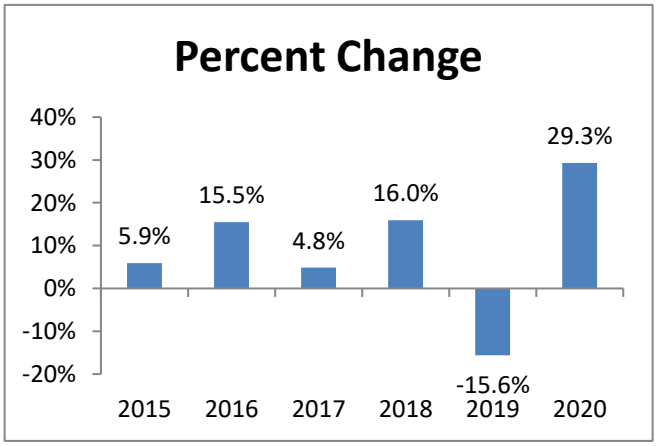


Property Tax revenues are projected to increase by 4.9% in 2020. This is based upon growth in new construction, growth generated from existing property at the 3% limit, and an increase in prior year property tax payments. The county continues to see growth with improvements in the economy and new construction.

Other Taxes, 2015-2020

Total General Fund Revenues

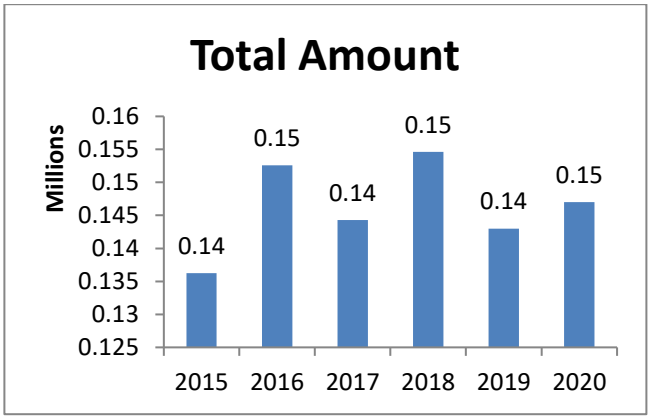


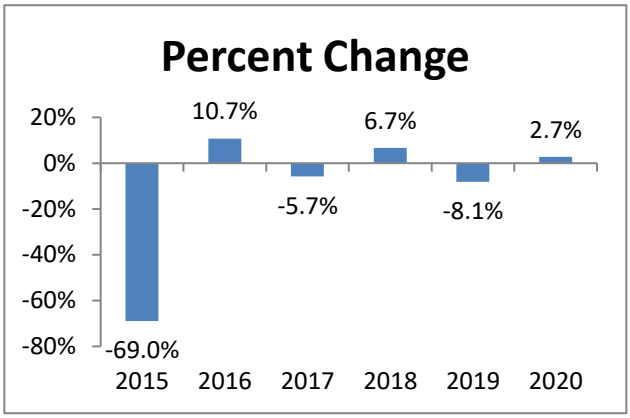


Other taxes include a strategic investment plan (SIP) tax for the Georgia Pacific-Wauna Mill that was implemented in 2009. In 2015-2016 the 15.5% increase was a result of a 2.5% tax increase charged for transient room taxes. The 2018-19 fiscal year is showing a 15.6% decrease. This is a result of a conservative budgeted amount for the transient room taxes during the 2018-19 budget process, these revenues are actually projected to come in similar to the 2017-18 FY. The 2019-20 FY is projecting a 29.3% increase, this is a result of implementing a 1% transient room tax to be collected county-wide, currently the county only collects room taxes within the unincorporated areas.

Licenses & Permits, 2015-2020

Total General Fund Revenues

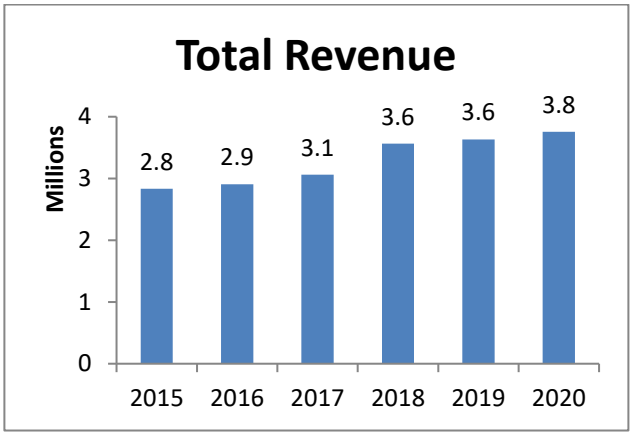


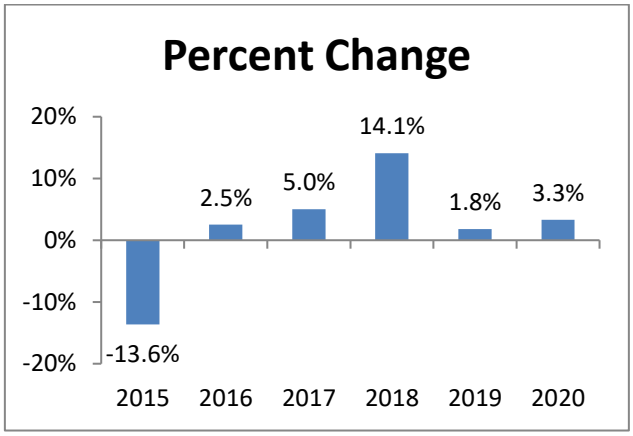


Licenses and Permits typically remain relatively consistent with the exception of expenses that were related to related to land use fees for Bradwood Landing and Oregon LNG (Liquefied Natural Gas) back in 2014. These entities paid the expenses of attorneys and consultants that the County must bring on to handle land use issues associated with the permitting process for these applicants to file. The 69% decrease in 2015 revenues is a result of that 2014 LNG payment, and then actuals of 2016 resulted in the 10.7% increase from the prior year. The 8.1% projected loss in 2019 will actually come in less than that if any loss at all as these are conservatively budgeted numbers and not actuals which are projected to come in higher.

Intergovernmental, 2015-2020

Total General Fund Revenues

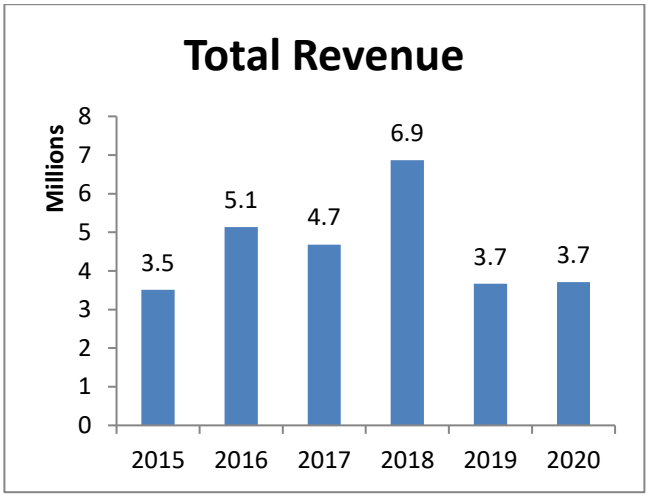


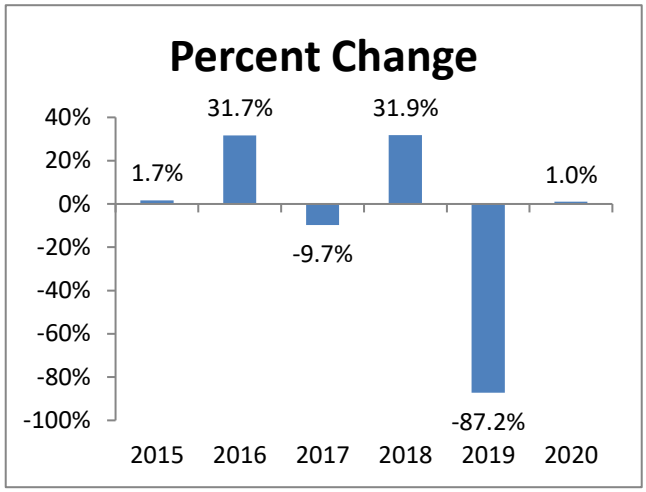


These revenues fluctuate greatly from year to year depending on grant funded activities. In 2015 the 13.6% decrease reflects significant decreases in state funding levels. In 2018 the county received a significant increase in federal grant funding for a feasibility study as well as an increase once again in funds paid to the General Fund from the Rural Law Enforcement District for personnel costs. While there is still a positive projected increase in 2019 it is down from 2018 as a result of the onetime funding for the feasibility study. The slight increase in 2020 is again a result of an increase in funding from the Rural Law Enforcement District.

Timber Sales, 2015-2020

Total General Fund Revenues

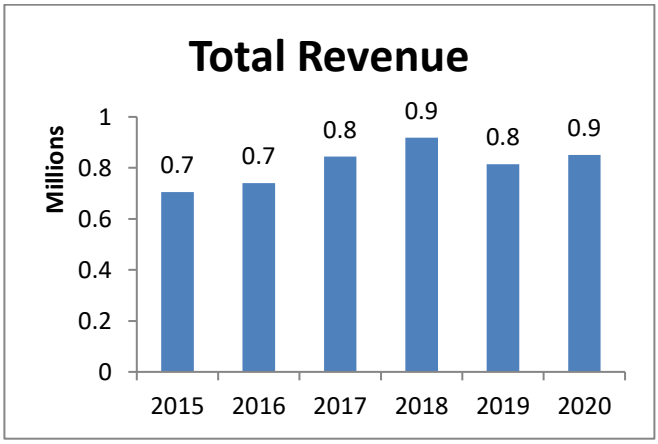


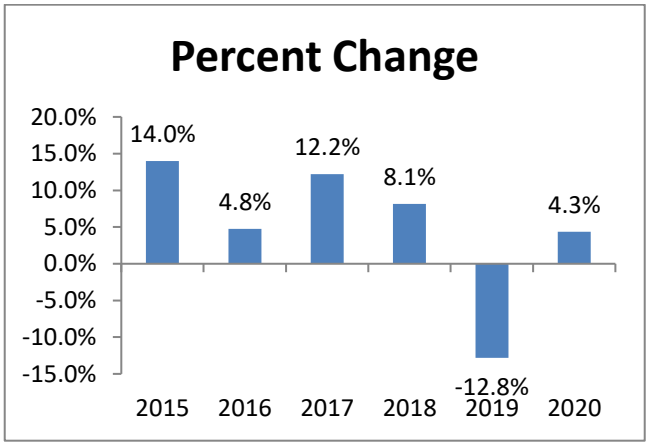


Timber revenues can be highly volatile and fluctuate greatly based on the economy and environmental conditions. To help offset some of this volatility the Board has established a policy that the County retains no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund, not to exceed the amount required to support the current level of General Fund services, all other timber monies are to be transferred to the Special Projects fund as well as the General Fund Stabilization account. In 2016 the county saw a significant increase in timber revenues; however, the decrease of 9.7% in 2017 as and then an increase of 31.9% in 2018 reflects this volatility. The projected decrease of 87.2% will be significantly less than that as a result of budgeting for the 15 year low however actuals are coming in higher.

Charges for Services, 2015-2020

Total General Fund Revenues

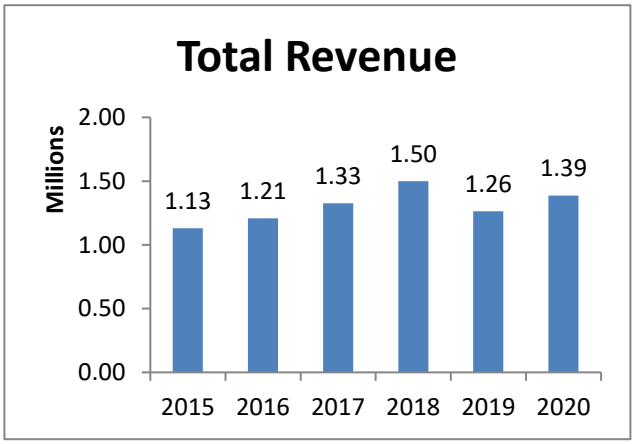


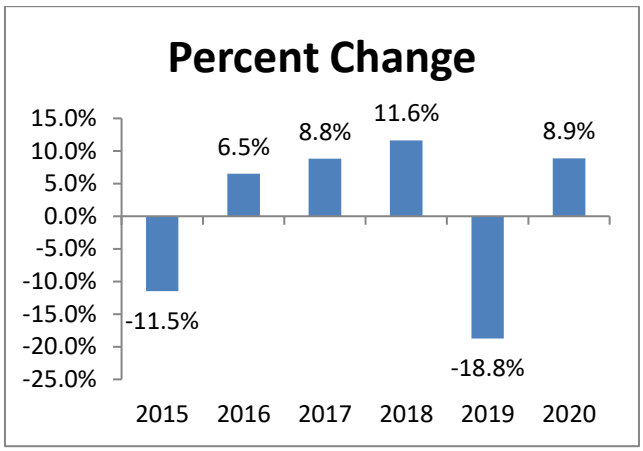


Many of the county's fees are collected from Recording fees, Surveyor & Mapping fees, and Subdivision and Partition Review fees. The county continues to see relatively stable revenues as a result of the upturn in the economy. The increase in 2017 reflects franchise fees that the county is now collecting from Charter Communications and the 2019 decrease reflects conservative budgeting but is anticipated to come in higher.

Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2015-2020

Total General Fund Revenues

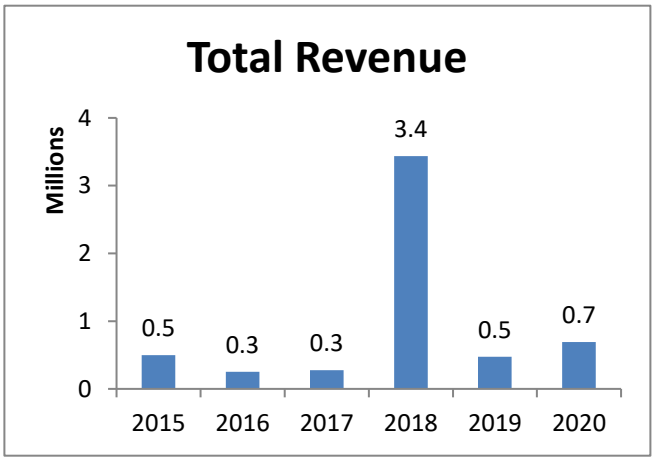


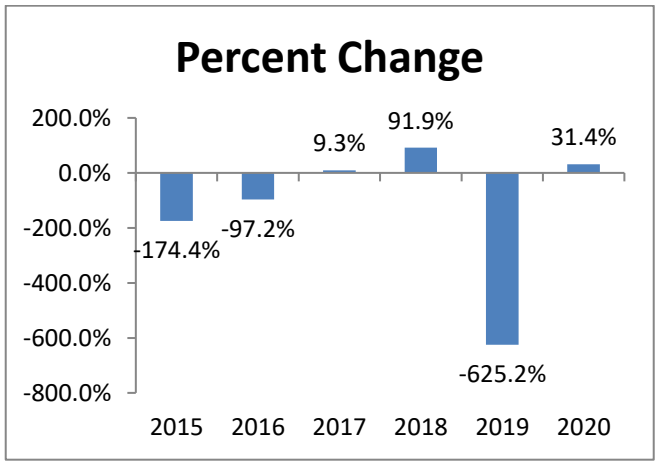


Throughout the past several years the county has seen significant increases in earnings on investments as a result of the upturn in the state of the economy. The 11.5% decrease in 2015 was a result of a $103,000 decrease in indirect cost revenues billed out to other departments for overhead service provided by the General Fund, however, since this time indirect costs have begun increasing. The projected decrease in 2019 is a result of conservative budgeting on interest earned at the time of the 2018-19 budget process. Interest rates continue to improve and the county projects similar earnings as the 2017-18 FY. The 8.9% increase in 2020 is reflective of current interest earnings as well as indirect costs increasing.

Other Financing Sources (Transfers), 2015-2020

Total General Fund Revenues





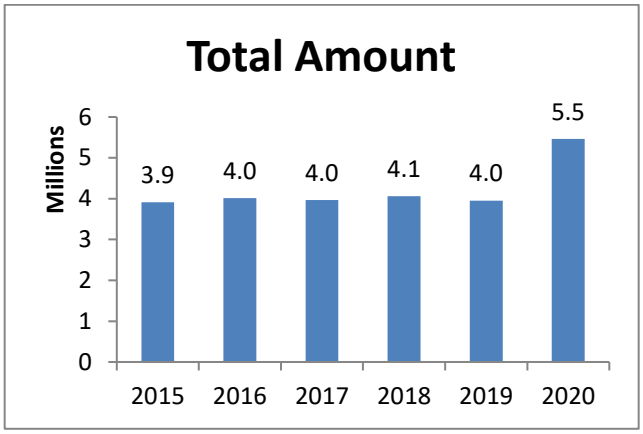
Decreases were seen beginning in 2016 as a result of decreased Video Lottery dollars. There is a 91.8% increase for 2018 as a result of a transfer from Special Projects to the General Fund for the General Fund Stabilization account per the advisement of the Long-Term Financial Plan, as a result of that onetime $3M transfer there is a projected decrease of 625.2% in the 2019 FY.

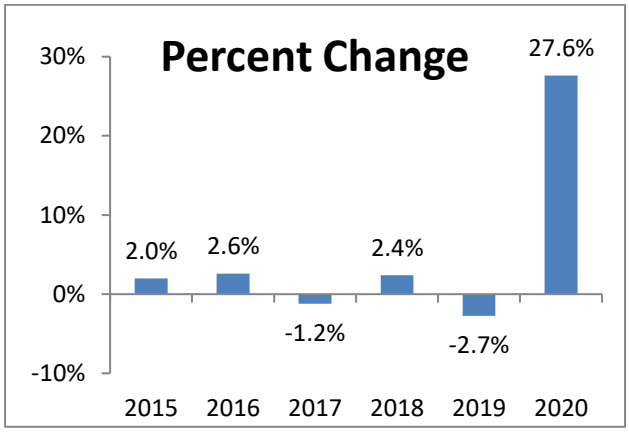
Historical Review of Countywide Fund Revenues Excluding General Fund

The following graphs and narrative present the historical changes in all the County Funds revenue sources excluding the General Fund. The 2015 through 2018 are actuals, and the 2019 and 2020 figures are as budgeted.

Property Taxes, 2015-2020

Total Revenues – Excluding General Fund

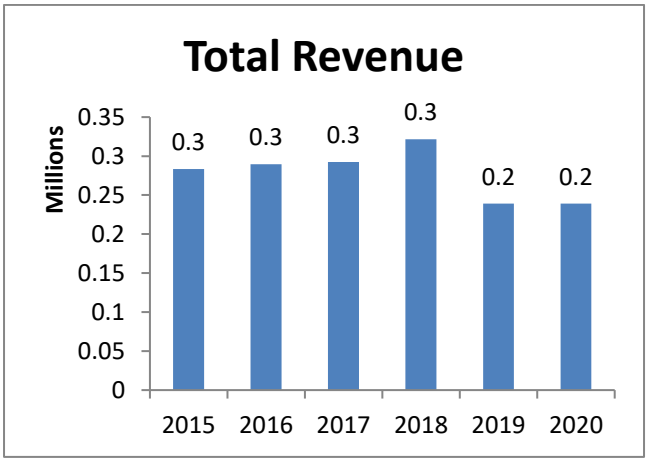


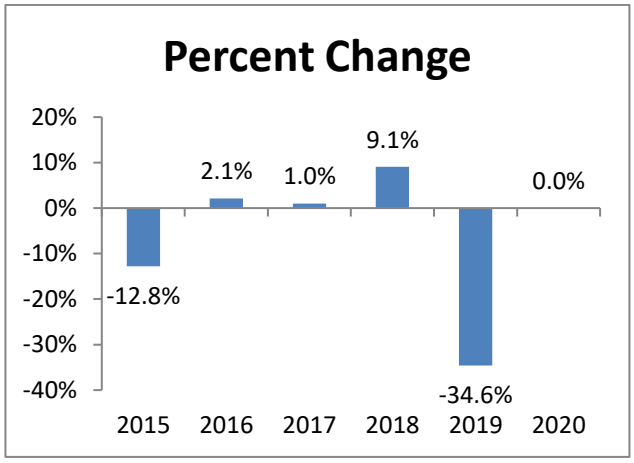


Property Tax revenues are projected to increase by 27.6% in 2020; this is based upon growth in new construction, growth generated from existing property, and most significantly from a $20M jail bond that was passed by the voters in November of 2018. The projected 2.7% decrease anticipated in 2019 is projected to come in higher than was budgeted.

Other Taxes, 2015-2020

Total Revenues – Excluding General Fund

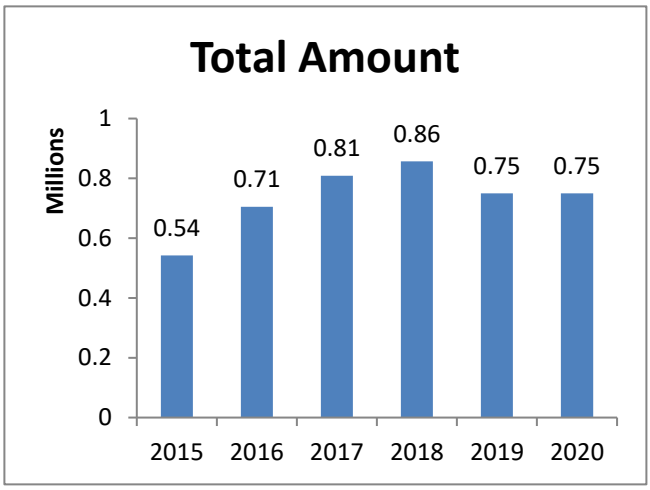


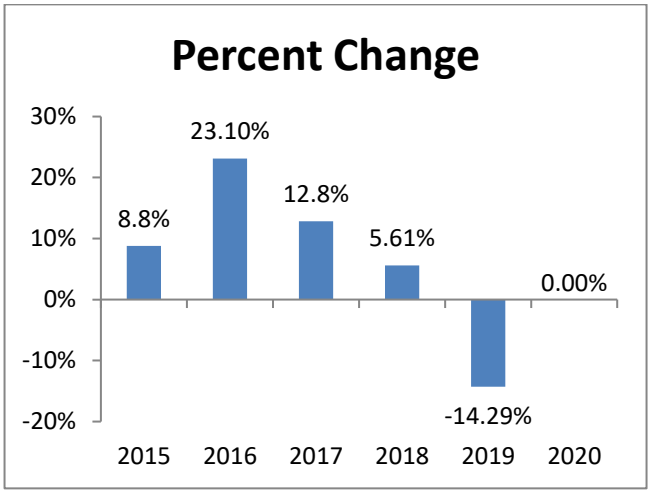


Other taxes include a strategic investment plan (SIP) tax for the Georgia Pacific-Wauna Mill that was implemented in 2009. Other taxes includes transient room taxes that are charged within the unincorporated areas of the county, in the 2018-19 FY the county implemented a short-term rental application process and anticipated that many of the lodging providers would choose not to participate, therefore the amount budgeted to receive in room taxes was anticipated to be a decrease from the previous FY.

Licenses & Permits, 2015-2020

Total Revenues – Excluding General Fund

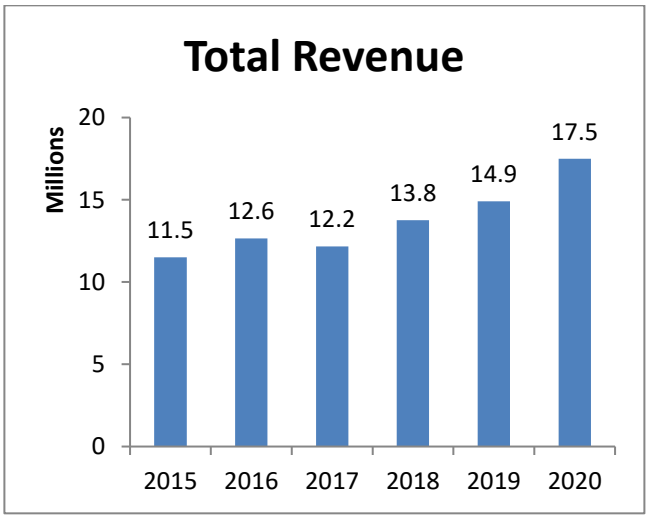


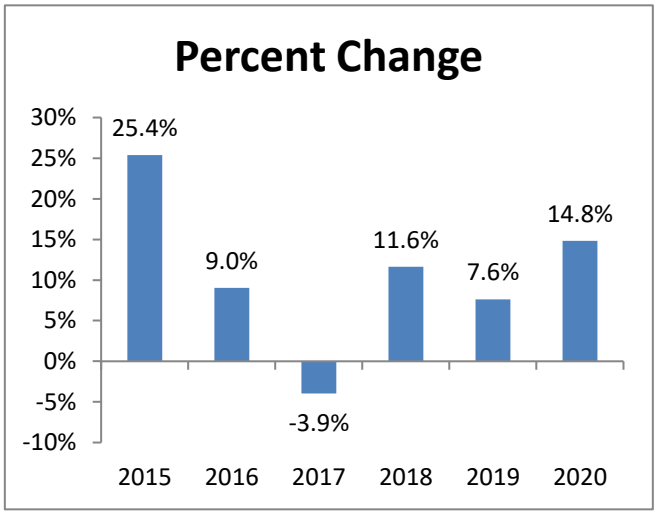


Licenses and Permits fluctuate with the economy, the county continues to see growth in the area of new housing development. The 2019 FY revenues were budgeted conservatively and projected a 14.29% decrease; however, it is anticipated that the actuals will be more in line with the 2018 FY. The 2019-20 FY is based on a status quo economy.

Intergovernmental, 2015-2020

Total Revenues – Excluding General Fund

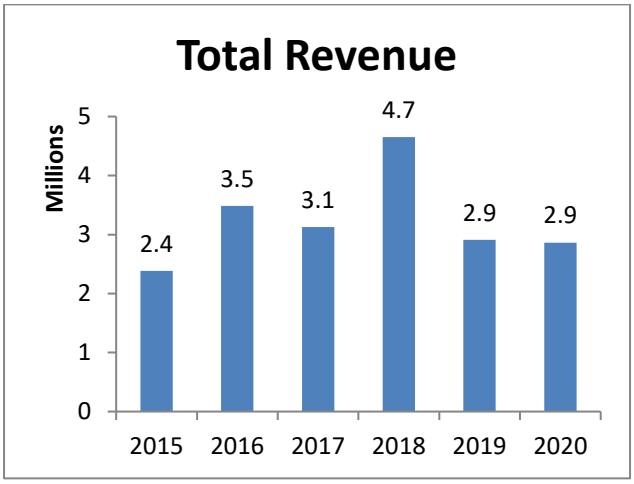


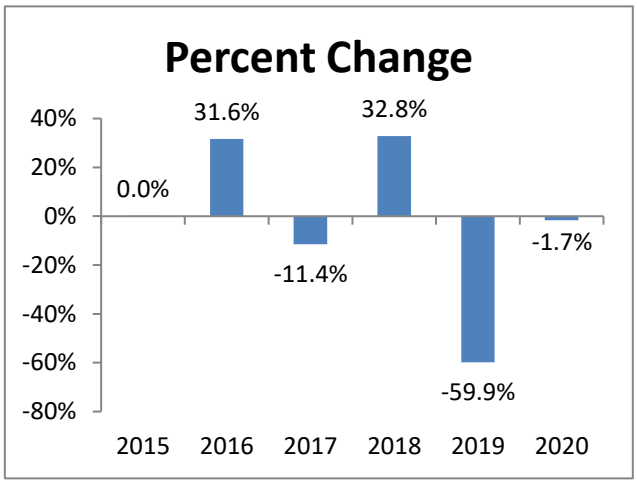


These revenues remain fairly consistent from year to year depending on grant funded activities. In 2015 there was a significant increase (25.4%) which was for a State funded Ferry Boat Terminal being rebuilt. In 2017 there was a 3.9% decrease as a result of state and federal funding cuts.

Timber Sales, 2015-2020

Total Revenues – Excluding General Fund

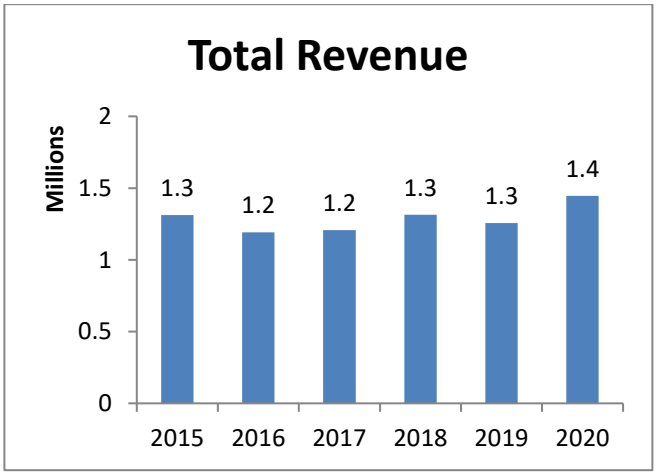


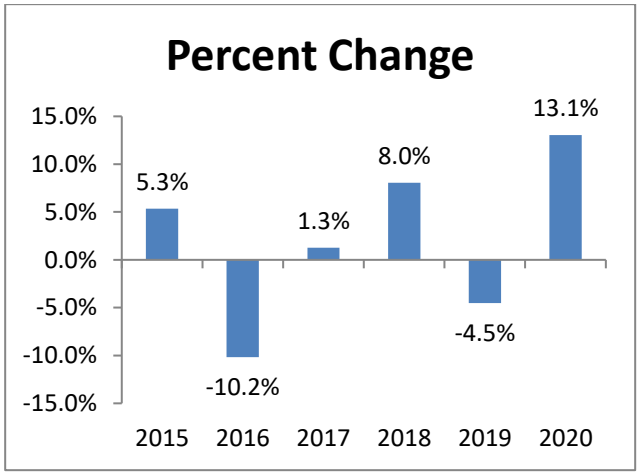


Timber revenues can be highly volatile and fluctuate greatly based on the economy and environmental conditions. The 59.9% decrease in 2019 is based on a budgeted amount but is projecting to come in approximately the same as the 2018 fiscal year.

Charges for Services, 2015-2020

Total Revenues – Excluding General Fund

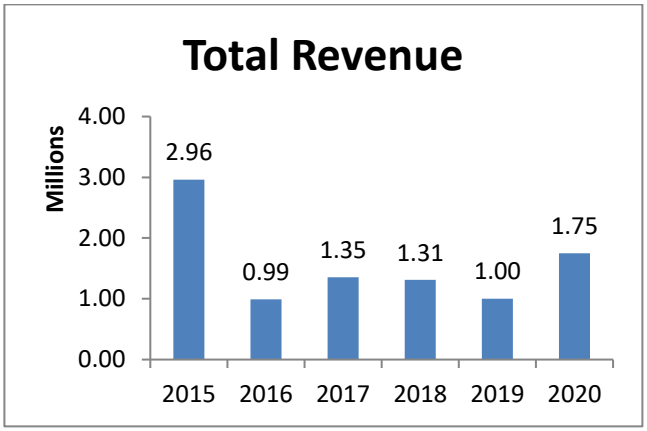


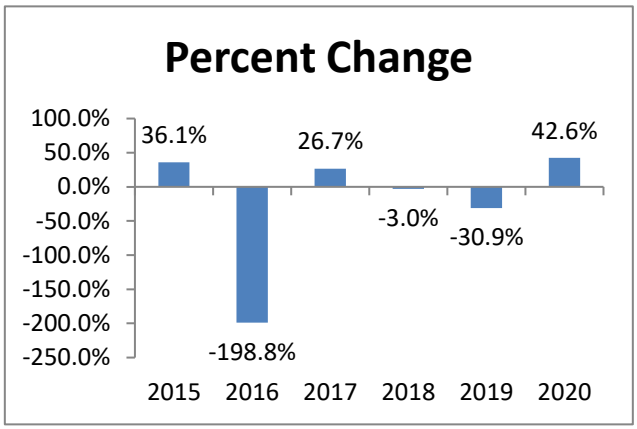


There was a 10.2% decrease in 2016 as a result of a significant decrease in fisheries contributions to the county in order to fight legislation at the state that would have an impact on their fisheries being able to gillnet in the Columbia River. In 2020 an increase is projected as a result of increased fees for services in the Public Health department as well as user fee collections in the Westport Sewer District.

Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2015-2020

Total Revenues – Excluding General Fund

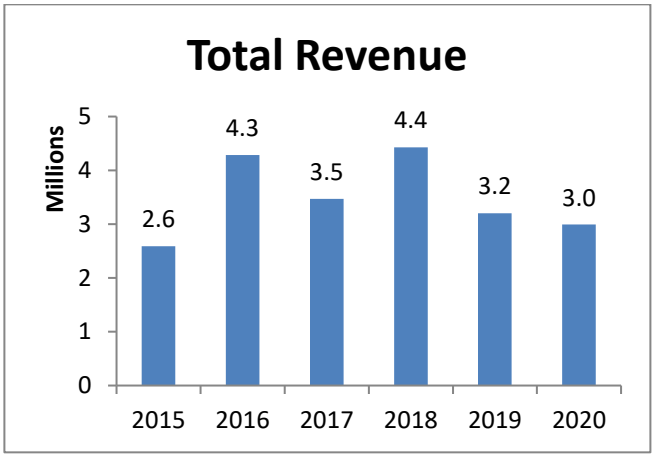


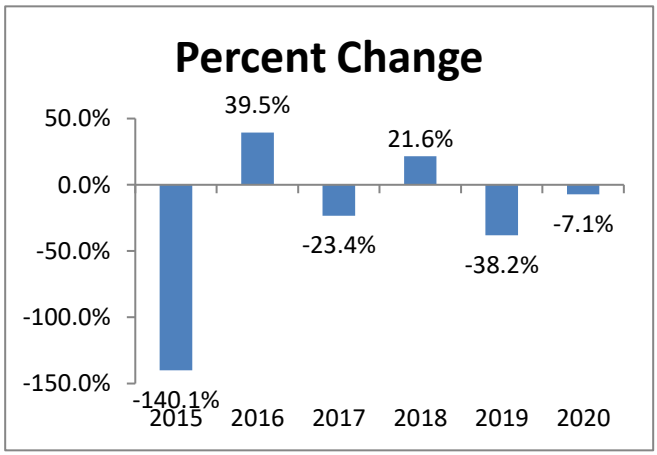


In 2015 the county received a loan in the amount of two million dollars to pay for the remodel of the Sheriff's Office; therefore 2016 saw a 198.8% decrease in other revenue. In 2017 the Animal Shelter Enhancement Fund saw a significant bequest and the Roads department had a large reimbursement which resulted in an increase of 26.7% in 2017. In 2020 the Public Health Department will be receiving a loan for the completion of the Household Hazardous Waste Facility.

Other Financing Sources (Transfers), 2015-2020

Total Revenues – Excluding General Fund





A decrease of 140.1% in 2015 was a result of the elimination of transfer revenue into the Juvenile Detention Center. This department was receiving a transfer from the General Fund in the amount of approximately $500K on an annual basis, this department closed in FYE 2014 eliminating the transfer. In addition, in the 2015 FY funds previously transferred from the Service Districts are now categorized as Intergovernmental revenues. In 2017 there was a decrease in timber revenues therefore there was a decrease in the amount transferred to the Special Projects Fund. In 2018 there was a budgeted increase as a result of a onetime transfer of $3M from the Special Projects Fund to the General Fund Stabilization account.

3 Yr. Summary of Governmental Funds (with Service Districts)

Account Name	General			Roads		
	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020
Resources						
Beginning Net Working Capital	6,568,740	9,661,430	11,118,570	5,881,862	6,986,440	9,306,200
Taxes	9,292,341	9,277,080	9,740,950	0	0	0
Licenses & Permits	682,209	633,000	1,092,000	0	0	0
Fines	36,120	28,600	28,400	0	0	0
Use Of Money/Property	341,941	115,660	158,060	122,338	100,000	163,000
Intergov State	7,966,301	4,615,650	4,652,730	2,756,467	3,154,490	4,812,530
Intergov Federal	499,460	221,220	190,220	0	0	0
Intergov Other	2,441,487	2,855,290	3,027,130	4,520,080	4,294,150	4,240,280
Charges for Services	918,650	814,280	851,260	257,383	228,380	299,600
Other Revenue	1,121,746	1,118,650	1,199,510	42,719	19,300	19,700
Transfer Revenue	3,435,200	473,660	690,250	0	0	0
Total Resources:	33,304,194	29,814,520	32,749,080	13,580,850	14,782,760	18,841,310
Expenditures						
Personal Services	14,002,798	15,766,540	17,720,550	2,615,825	3,047,180	3,535,980
Materials & Services	3,449,697	5,895,190	6,089,430	2,877,555	3,717,740	5,256,430
Special Payments	563,209	259,250	249,470	2,130	23,150	43,150
Debt Service	75,257	203,260	90,360	2,598	12,400	0
Capital Outlay	0	0	0	18,109	118,500	120,000
Transfers Out	3,427,603	1,931,840	1,941,050	476,620	474,040	551,900
Contingency	0	2,207,720	2,606,730	0	7,389,750	6,138,970
Total Expenditures:	21,518,564	26,263,800	28,697,590	5,992,838	14,782,760	15,646,430
Fund Balance						
Ending Fund Balance:	11,785,630	3,550,720	4,051,490	7,588,012	0	3,194,880
Net Change in Fund Balance:	(5,216,890)	6,110,710	7,067,080	(1,706,150)	6,986,440	6,111,320
Percentage of Change:	- 225%	58%	57%	- 444%	0%	52%

3 Yr. Summary of Governmental Funds (with Service Districts)

Account Name	Parole & Probation			Industrial Revolve		
	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020
Resources						
Beginning Net Working Capital	1,892,522	2,235,060	2,347,000	3,941,822	3,746,300	3,875,330
Taxes	0	0	0	0	87,600	0
Licenses & Permits	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Use Of Money/Property	34,082	30,000	30,000	65,239	50,000	70,000
Intergov State	2,222,320	2,222,550	2,199,350	0	538,700	0
Intergov Federal	0	0	0	0	0	0
Intergov Other	91,863	90,000	90,000	0	0	0
Charges for Services	32,221	29,660	34,260	0	0	0
Other Revenue	635	1,700	700	0	0	0
Transfer Revenue	0	0	0	0	0	0
Total Resources:	4,273,644	4,608,970	4,701,310	4,007,061	4,422,600	3,945,330
Expenditures						
Personal Services	1,161,506	1,321,360	1,290,940	0	0	0
Materials & Services	330,425	600,250	607,170	85,928	130,900	103,500
Special Payments	337,941	441,560	467,860	0	0	0
Debt Service	16,339	18,140	14,640	0	0	0
Capital Outlay	59,892	0	0	147,201	1,000,000	1,000,000
Transfers Out	127,000	129,500	389,320	0	0	0
Contingency	0	2,098,160	1,931,380	0	3,291,700	2,841,830
Total Expenditures:	2,033,103	4,608,970	4,701,310	233,129	4,422,600	3,945,330
Fund Balance						
Ending Fund Balance:	2,240,542	0	0	3,773,933	0	0
Net Change in Fund Balance:	(348,019)	2,235,060	2,347,000	167,890	3,746,300	3,875,330
Percentage of Change:	- 643%	0%	0%	2247%	0%	0%

3 Yr. Summary of Governmental Funds (with Service Districts)

Account Name	Capital Projects			Proprietary		
	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020
Resources						
Beginning Net Working Capital	6,976,083	6,083,440	28,126,970	0	0	0
Taxes	0	0	0	0	0	0
Licenses & Permits	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Use Of Money/Property	97,350	70,000	110,000	0	0	0
Intergov State	3,591	41,250	0	0	0	0
Intergov Federal	0	0	0	0	0	0
Intergov Other	54,800	0	0	0	0	0
Charges for Services	15,000	15,000	15,000	0	0	0
Other Revenue	5,500	0	260,000	0	0	0
Transfer Revenue	2,955,316	1,687,180	1,416,280	0	0	0
Total Resources:	10,107,640	7,896,870	29,928,250	0	0	0
Expenditures						
Personal Services	0	0	0	0	0	0
Materials & Services	138,527	204,600	256,050	0	0	0
Special Payments	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Capital Outlay	580,890	2,142,850	11,490,870	0	0	0
Transfers Out	3,482,400	478,010	474,130	0	0	0
Contingency	0	562,580	750,000	0	0	0
Total Expenditures:	4,201,817	3,388,040	12,971,050	0	0	0
Fund Balance						
Ending Fund Balance:	5,905,822	4,508,830	16,957,200	0	0	0
Net Change in Fund Balance:	1,070,261	1,574,610	11,169,770	0	0	0
Percentage of Change:	551%	286%	151%	0%	0%	0%

3 Yr. Summary of Governmental Funds (with Service Districts)

Account Name	Non-Major Government			Totals		
	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020
Resources						
Beginning Net Working Capital	10,827,789	10,845,960	11,210,040	36,088,819	39,558,630	65,984,110
Taxes	4,416,317	5,578,260	5,699,310	13,708,658	14,942,940	15,440,260
Licenses & Permits	857,203	750,000	750,000	1,539,412	1,383,000	1,842,000
Fines	45,583	45,580	45,580	81,702	74,180	73,980
Use Of Money/Property	210,424	141,500	211,390	871,374	507,160	742,450
Intergov State	8,109,549	7,088,530	8,165,140	21,058,228	17,661,170	19,829,750
Intergov Federal	496,176	614,420	622,390	995,636	835,640	812,610
Intergov Other	165,345	206,500	224,000	7,273,575	7,445,940	7,581,410
Charges for Services	1,008,620	983,420	1,096,300	2,231,874	2,070,740	2,296,420
Other Revenue	691,197	545,500	837,020	1,861,797	1,685,150	2,316,930
Transfer Revenue	1,471,120	1,491,610	1,574,800	7,861,636	3,652,450	3,681,330
Total Resources:	28,299,321	28,291,280	30,435,970	93,572,710	89,817,000	120,601,250
Expenditures						
Personal Services	5,220,697	6,080,540	6,638,010	23,000,826	26,215,620	29,185,480
Materials & Services	2,893,875	4,276,430	5,497,650	9,776,006	14,825,110	17,810,230
Special Payments	6,264,490	6,475,520	7,191,590	7,167,770	7,199,480	7,952,070
Debt Service	190,620	1,499,120	1,783,660	284,815	1,732,920	1,888,660
Capital Outlay	779,224	758,300	724,000	1,585,315	4,019,650	13,334,870
Transfers Out	348,013	639,060	324,930	7,861,636	3,652,450	3,681,330
Contingency	0	8,562,310	8,276,130	0	24,112,220	22,545,040
Total Expenditures:	15,696,918	28,291,280	30,435,970	49,676,368	81,757,450	96,397,680
Fund Balance						
Ending Fund Balance:	12,602,404	0	0	7,588,012	8,059,550	24,203,570
Net Change in Fund Balance:	(1,774,615)	10,845,960	11,210,040	28,500,807	31,499,080	41,780,540
Percentage of Change:	- 710%	0%	0%	26%	25%	57%

Clatsop County Fund Totals
w/ category expenditures

Account Name	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
001 General							
Personnel Services	13,212,352	14,078,055	15,969,800	17,766,280	17,810,910	17,810,910	17,810,910
Materials & Services	3,292,172	3,449,697	5,895,190	6,085,730	6,089,430	6,089,430	6,089,430
Special Payments	315,143	563,209	259,250	249,470	249,470	249,470	249,470
Capital	0	0	0	0	0	0	0
Transfers	2,548,013	3,427,603	1,931,840	2,001,050	1,941,050	1,941,050	1,941,050
Congingency	0	0	2,207,720	2,612,730	2,606,730	2,606,730	2,606,730
001 Total:	**19,367,679**	**21,518,564**	**26,263,800**	**28,715,260**	**28,697,590**	**28,697,590**	**28,697,590**
002 General Roads							
Personnel Services	2,391,235	2,615,825	3,056,680	3,535,980	3,535,980	3,535,980	3,535,980
Materials & Services	2,804,033	2,877,555	3,717,740	5,256,430	5,256,430	5,256,430	5,256,430
Special Payments	33,412	2,130	23,150	43,150	43,150	43,150	43,150
Debt Service	2,830	2,598	2,900	0	0	0	0
Capital	97,490	18,109	118,500	120,000	120,000	120,000	120,000
Transfers	390,110	476,620	474,040	551,900	551,900	551,900	551,900
Congingency	0	0	7,389,750	6,138,970	6,138,970	6,138,970	6,138,970
002 Total:	**5,719,110**	**5,992,838**	**14,782,760**	**15,646,430**	**15,646,430**	**15,646,430**	**15,646,430**
004 Clerk Archived Records							
Materials & Services	11,137	7,737	8,600	8,700	8,700	8,700	8,700
Congingency	0	0	2,090	2,970	2,970	2,970	2,970
004 Total:	**11,137**	**7,737**	**10,690**	**11,670**	**11,670**	**11,670**	**11,670**
005 Rural Law Enforcement District							
Personnel Services	1,783,226	1,985,006	2,157,750	2,337,230	2,337,230	2,337,230	2,337,230
Materials & Services	613,900	635,110	725,080	718,820	718,820	718,820	718,820
Special Payments	26,000	30,800	26,000	26,000	26,000	26,000	26,000
Capital	138,296	91,940	145,800	39,000	39,000	39,000	39,000
Transfers	0	0	0	0	0	0	0
Congingency	0	0	2,150,700	2,226,510	2,226,510	2,226,510	2,226,510
005 Total:	**2,561,422**	**2,742,856**	**5,205,330**	**5,347,560**	**5,347,560**	**5,347,560**	**5,347,560**
007 Public Health							
Personnel Services	1,091,745	1,246,594	1,474,640	1,679,190	1,704,450	1,704,450	1,704,450
Materials & Services	495,632	562,208	949,270	1,997,020	1,818,220	1,818,220	1,818,220
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	0	305,820	305,820	305,820	305,820
Capital	10,947	49,566	17,500	20,000	20,000	20,000	20,000
Transfers	13,943	2,613	260,000	0	0	0	0
Congingency	0	0	35,590	18,640	18,640	18,640	18,640
007 Total:	**1,612,267**	**1,860,980**	**2,737,000**	**4,020,670**	**3,867,130**	**3,867,130**	**3,867,130**

Clatsop County Fund Totals
w/ category expenditures

Account Name	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
009 Child Support							
Personnel Services	162,887	170,723	177,770	189,170	189,170	189,170	189,170
Materials & Services	31,291	35,921	35,300	37,610	37,610	37,610	37,610
Capital	0	0	0	0	0	0	0
Congingency	0	0	40,140	25,510	25,510	25,510	25,510
009 Total:	**194,179**	**206,645**	**253,210**	**252,290**	**252,290**	**252,290**	**252,290**
018 Juvenile Detention Center							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	0	0	0	0	0
018 Total:	**0**	**0**	**0**	**0**	**0**	**0**	**0**
020 Juvenile Crime Prevention							
Personnel Services	13,404	18,360	36,390	54,840	54,840	54,840	54,840
Materials & Services	14,422	4,897	96,810	86,510	86,510	86,510	86,510
Congingency	0	0	28,000	28,000	28,000	28,000	28,000
020 Total:	**27,826**	**23,257**	**161,200**	**169,350**	**169,350**	**169,350**	**169,350**
024 Parole & Probation Division							
Personnel Services	1,095,078	1,177,845	1,339,500	1,305,580	1,305,580	1,305,580	1,305,580
Materials & Services	358,599	330,425	600,250	607,170	607,170	607,170	607,170
Special Payments	459,890	337,941	441,560	467,860	467,860	467,860	467,860
Capital	0	59,892	0	0	0	0	0
Transfers	0	127,000	129,500	389,320	389,320	389,320	389,320
Congingency	0	0	2,098,160	1,931,380	1,931,380	1,931,380	1,931,380
024 Total:	**1,913,567**	**2,033,103**	**4,608,970**	**4,701,310**	**4,701,310**	**4,701,310**	**4,701,310**
027 Marine Patrol							
Personnel Services	218,158	232,355	239,610	226,580	226,580	226,580	226,580
Materials & Services	39,278	42,469	48,550	45,080	45,080	45,080	45,080
Capital	0	0	0	0	0	0	0
Congingency	0	0	84,090	111,470	111,470	111,470	111,470
027 Total:	**257,436**	**274,825**	**372,250**	**383,130**	**383,130**	**383,130**	**383,130**
030 Drug Task Force							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	0	0	0	0	0	0	0
Capital	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	0	0	0	0	0
030 Total:	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Clatsop County Fund Totals
w/ category expenditures

	Account Name	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
033	**Mental Health Grants**							
	Personnel Services	112,749	147,081	258,520	248,920	326,820	326,820	326,820
	Materials & Services	129,719	82,144	117,260	248,450	170,550	170,550	170,550
	Special Payments	1,584,411	1,638,504	1,948,640	2,853,240	2,853,240	2,853,240	2,853,240
	Transfers	0	0	0	0	0	0	0
	Congingency	0	0	65,560	68,070	68,070	68,070	68,070
	033 Total:	**1,826,879**	**1,867,729**	**2,389,980**	**3,418,680**	**3,418,680**	**3,418,680**	**3,418,680**
036	**Building Codes**							
	Personnel Services	456,087	485,292	646,330	682,820	682,820	682,820	682,820
	Materials & Services	95,952	88,167	143,780	148,310	148,310	148,310	148,310
	Capital	0	0	0	0	0	0	0
	Transfers	28,080	33,200	32,900	22,000	22,000	22,000	22,000
	Congingency	0	0	935,600	1,165,830	1,165,830	1,165,830	1,165,830
	036 Total:	**580,119**	**606,659**	**1,758,610**	**2,018,960**	**2,018,960**	**2,018,960**	**2,018,960**
039	**Clatsop County Fisheries**							
	Personnel Services	554,970	500,701	566,330	597,680	597,680	597,680	597,680
	Materials & Services	167,096	181,879	190,040	217,740	217,740	217,740	217,740
	Capital	81,659	0	0	0	0	0	0
	Congingency	0	0	346,370	270,740	270,740	270,740	270,740
	039 Total:	**803,725**	**682,580**	**1,102,740**	**1,086,160**	**1,086,160**	**1,086,160**	**1,086,160**
100	**Capital Projects**							
	Materials & Services	58,355	138,527	204,600	256,050	256,050	256,050	256,050
	Capital	831,014	580,890	2,142,850	11,445,870	11,445,870	11,445,870	11,490,870
	Transfers	490,000	3,482,400	478,010	474,130	474,130	474,130	474,130
	Congingency	0	0	562,580	500,000	500,000	500,000	750,000
	100 Total:	**1,379,369**	**4,201,817**	**3,388,040**	**12,676,050**	**12,676,050**	**12,676,050**	**12,971,050**
102	**General Roads Eq Replace**							
	Materials & Services	700	700	800	900	900	900	900
	Capital	382,379	456,680	515,000	605,000	605,000	605,000	605,000
	Congingency	0	0	0	0	0	0	0
	102 Total:	**383,079**	**457,380**	**515,800**	**605,900**	**605,900**	**605,900**	**605,900**
105	**Insurance Reserve**							
	Materials & Services	27,494	30,851	373,240	416,830	416,830	416,830	416,830
	Transfers	0	0	0	0	0	0	0
	105 Total:	**27,494**	**30,851**	**373,240**	**416,830**	**416,830**	**416,830**	**416,830**

Clatsop County Fund Totals
w/ category expenditures

Account Name	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
120 Land Corner Preservation							
Personnel Services	32,162	34,669	45,070	48,110	48,110	48,110	48,110
Materials & Services	21,879	15,618	47,170	49,530	49,530	49,530	49,530
Congingency	0	0	273,250	292,320	292,320	292,320	292,320
120 Total:	**54,041**	**50,287**	**365,490**	**389,960**	**389,960**	**389,960**	**389,960**
140 Jail Commissary Fund							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	19,902	0	0	0	0	0	0
Capital	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	0	0	0	0	0
140 Total:	**19,902**	**0**	**0**	**0**	**0**	**0**	**0**
150 Fair Board							
Personnel Services	197,329	242,373	331,480	277,090	277,090	277,090	277,090
Materials & Services	392,711	554,829	392,700	465,080	465,080	465,080	465,080
Special Payments	0	137	0	500	500	500	500
Capital	188,447	145,634	0	50,000	50,000	50,000	50,000
Congingency	0	0	638,740	673,620	673,620	673,620	673,620
150 Total:	**778,487**	**942,973**	**1,362,920**	**1,466,290**	**1,466,290**	**1,466,290**	**1,466,290**
205 Child Custody Mediation & Drug Project							
Personnel Services	7,185	7,844	7,990	9,280	9,280	9,280	9,280
Materials & Services	29,613	48,068	68,300	68,400	68,400	68,400	68,400
Congingency	0	0	35,680	9,030	9,030	9,030	9,030
205 Total:	**36,797**	**55,911**	**111,970**	**86,710**	**86,710**	**86,710**	**86,710**
206 Video Lottery Fund							
Materials & Services	9,154	10,120	19,000	18,900	18,900	18,900	18,900
Special Payments	74,666	70,000	70,000	70,000	70,000	70,000	70,000
Transfers	229,230	261,200	295,160	251,930	251,930	251,930	251,930
Congingency	0	0	0	0	0	0	0
206 Total:	**313,050**	**341,320**	**384,160**	**340,830**	**340,830**	**340,830**	**340,830**
208 Liquor Enforcement Fund							
Materials & Services	0	0	0	0	0	0	0
Special Payments	0	0	0	0	0	0	0
Capital	0	0	0	0	0	0	0
Transfers	31	0	0	0	0	0	0
208 Total:	**31**	**0**	**0**	**0**	**0**	**0**	**0**

Clatsop County Fund Totals
w/ category expenditures

Account Name	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
209 Courthouse Security							
Personnel Services	53,610	58,010	64,750	67,810	67,810	67,810	67,810
Materials & Services	834	627	10,500	10,500	10,500	10,500	10,500
Capital	0	0	10,000	10,000	10,000	10,000	10,000
Transfers	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Congingency	0	0	118,210	89,120	89,120	89,120	89,120
209 Total:	**58,444**	**62,637**	**207,460**	**181,430**	**181,430**	**181,430**	**181,430**
225 Bike paths							
Materials & Services	100	100	290,100	400,100	400,100	400,100	400,100
Special Payments	0	0	135,000	0	0	0	0
Congingency	0	0	39,480	1,410	1,410	1,410	1,410
225 Total:	**100**	**100**	**464,580**	**401,510**	**401,510**	**401,510**	**401,510**
230 Law Library							
Personnel Services	9,446	10,665	12,430	13,780	13,780	13,780	13,780
Materials & Services	36,940	35,770	33,690	34,750	34,750	34,750	34,750
Capital	0	0	0	0	0	0	0
Congingency	0	0	15,590	17,230	17,230	17,230	17,230
230 Total:	**46,386**	**46,435**	**61,710**	**65,760**	**65,760**	**65,760**	**65,760**
235 Animal Shelter Donations							
Materials & Services	50,052	50,100	58,000	60,000	60,000	60,000	60,000
Capital	0	0	25,000	0	0	0	0
Congingency	0	0	267,760	293,640	293,640	293,640	293,640
235 Total:	**50,052**	**50,100**	**350,760**	**353,640**	**353,640**	**353,640**	**353,640**
240 Park & Land Acq. & Maint							
Materials & Services	14,542	12,572	61,100	31,000	31,000	31,000	31,000
Special Payments	0	0	0	0	0	0	0
Capital	24,096	35,403	0	0	0	0	0
Transfers	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Congingency	0	0	895,880	895,800	895,800	895,800	895,800
240 Total:	**83,637**	**92,975**	**1,001,980**	**971,800**	**971,800**	**971,800**	**971,800**
250 Emergency Communication							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	0	0	0	0	0	0	0
Special Payments	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	0	0	0	0	0
250 Total:	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Clatsop County Fund Totals
w/ category expenditures

Account Name	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
300 Road District #1							
Materials & Services	2,220	4,180	4,700	4,800	4,800	4,800	4,800
Special Payments	3,510,840	4,520,080	4,294,150	4,240,280	4,240,280	4,240,280	4,240,280
Transfers	0	0	0	0	0	0	0
300 Total:	**3,513,060**	**4,524,260**	**4,298,850**	**4,245,080**	**4,245,080**	**4,245,080**	**4,245,080**
305 State Timber Enforcement Fund							
Personnel Services	66,900	74,160	90,410	127,890	127,890	127,890	127,890
Materials & Services	12,700	6,800	28,400	29,300	29,300	29,300	29,300
Capital	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	662,840	848,550	848,550	848,550	848,550
305 Total:	**79,600**	**80,960**	**781,650**	**1,005,740**	**1,005,740**	**1,005,740**	**1,005,740**
315 Carlyle Apartments							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	0	0	0	0	0	0	0
Special Payments	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
315 Total:	**0**	**0**	**0**	**0**	**0**	**0**	**0**
325 Industrial Development Revolving Fund							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	68,004	85,928	130,900	103,500	103,500	103,500	103,500
Special Payments	0	0	0	0	0	0	0
Capital	0	147,201	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Transfers	0	0	0	0	0	0	0
Congingency	0	0	3,291,700	6,305,530	2,841,830	2,841,830	2,841,830
325 Total:	**68,004**	**233,129**	**4,422,600**	**7,409,030**	**3,945,330**	**3,945,330**	**3,945,330**
385 Westport Sewer Serv Dist							
Personnel Services	10,157	10,463	14,180	0	0	0	0
Materials & Services	45,598	51,719	48,020	89,820	89,820	89,820	89,820
Special Payments	1,986	4,969	1,730	1,570	1,570	1,570	1,570
Debt Service	5,569	5,726	5,890	6,060	6,060	6,060	6,060
Transfers	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Congingency	0	0	76,980	58,840	58,840	58,840	58,840
385 Total:	**65,310**	**74,876**	**148,800**	**158,290**	**158,290**	**158,290**	**158,290**
386 Westport Sewer Equip Rplc							
Materials & Services	6,893	6,862	22,100	22,000	22,000	22,000	22,000
Capital	0	0	0	0	0	0	0
Congingency	0	0	24,490	20,510	20,510	20,510	20,510
386 Total:	**6,893**	**6,862**	**46,590**	**42,510**	**42,510**	**42,510**	**42,510**

Clatsop County Fund Totals
w/ category expenditures

Account Name	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
395 4-H & Ext Ser Spec Dist							
Materials & Services	457,320	414,042	503,920	544,200	544,200	544,200	544,200
Capital	0	0	45,000	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	101,350	110,750	110,750	110,750	110,750
395 Total:	**457,320**	**414,042**	**650,270**	**654,950**	**654,950**	**654,950**	**654,950**
400 Debt Service Fund							
Debt Service	185,121	181,294	1,450,120	174,130	174,130	174,130	1,446,240
Transfers	0	0	0	0	0	0	0
Congingency	0	0	184,330	187,110	187,110	187,110	187,110
400 Total:	**185,121**	**181,294**	**1,634,450**	**361,240**	**361,240**	**361,240**	**1,633,350**
405 Bond & UAL Reserve Fund							
Special Payments	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	1,539,590	860,460	860,460	860,460	860,460
405 Total:	**0**	**0**	**1,539,590**	**860,460**	**860,460**	**860,460**	**860,460**
Totals:	**42,481,523**	**49,665,980**	**81,757,450**	**98,465,480**	**94,830,570**	**94,830,570**	**96,397,680**

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Amount Change	Percent Change
Fund:	**001 General**						
0000	Discretionary Revenue	(1,740)	(3,082)	0	0	0	0%
1100	Board of Commissioners	88,042	84,964	93,260	170,050	76,790	82%
1105	Brd of Property Tax Appeal	25,018	30,218	33,290	35,920	2,630	7%
1110	County Tourism	147,692	157,210	59,610	118,870	59,260	99%
1120	County Manager	339,321	417,795	537,050	611,570	74,520	13%
1125	Human Resources	242,478	325,907	355,490	419,300	63,810	17%
1150	Assessment & Taxation	1,377,835	1,507,298	1,673,440	1,708,900	35,460	2%
1155	Property Management	46,543	49,893	53,520	63,120	9,600	17%
1300	County Counsel	99,372	117,648	110,200	140,000	29,800	27%
1350	Clerk - Admin. & Elections	413,977	377,101	397,310	459,760	62,450	15%
1355	Clerk Recordings	143,144	178,174	179,870	186,650	6,780	3%
1625	Budget & Finance	431,307	407,657	471,660	497,510	25,850	5%
1650	Information Systems	755,975	885,941	1,016,990	1,104,460	87,470	8%
1790	Building & Grounds	1,040,890	1,070,666	1,125,830	1,172,040	46,210	4%
1795	Parks Maintenance	202,162	209,162	232,270	239,770	7,500	3%
1940	Surveyor	198,237	191,200	246,600	233,960	(12,640)	- 5%
1990	Dues & Special Assessments	420,085	730,398	594,100	610,170	16,070	2%
2160	District Attorney	1,703,683	1,777,015	1,969,030	1,990,300	21,270	1%
2180	Medical Examiner	104,758	112,204	118,800	128,930	10,130	8%
2190	Sheriff Support Division	393,907	465,090	486,070	843,260	357,190	73%
2200	Sheriff Criminal Division	3,389,495	3,621,510	4,074,110	4,352,570	278,460	6%
2300	Sheriff Corrections Division	2,826,146	2,860,250	3,386,830	3,894,130	507,300	14%
2325	Jail Nurse	257,920	337,368	436,540	470,340	33,800	7%
2340	Juvenile Department	781,056	824,199	875,530	924,170	48,640	5%
2350	Corrections Workcrew	224,762	213,127	130,590	0	(130,590)	0%
2700	Planning Division	563,471	517,165	711,860	833,340	121,480	17%
2750	Emergency Management	280,965	280,193	316,580	457,910	141,330	44%
2800	Animal Control	348,001	367,911	437,810	482,810	45,000	10%
9700	General Fund Stabilization	0	0	2,000,000	2,000,000	0	0%
9800	Transfers To Other Funds	2,523,180	3,404,380	1,931,840	1,941,050	9,210	0%
9900	Approp. For Contingency 1	0	0	2,207,720	2,606,730	399,010	18%
	001 Totals:	**19,367,679**	**21,518,564**	**26,263,800**	**28,697,590**	**2,433,790**	**9%**
Fund:	**002 General Roads**						
3110	Road Admin. And Support	713,307	765,545	941,800	1,046,980	105,180	11%
3120	Road Maint & Construction	5,005,803	5,227,292	6,451,210	8,460,480	2,009,270	31%
9905	Approp. For Contingency 2	0	0	7,389,750	6,138,970	(1,250,780)	- 16%
	002 Totals:	**5,719,110**	**5,992,838**	**14,782,760**	**15,646,430**	**863,670**	**5%**

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Amount Change	Percent Change
Fund: 004	**Clerk Archived Records**						
1354	Clerk Archived Records	11,137	7,737	10,690	11,670	980	9%
	004 Totals:	**11,137**	**7,737**	**10,690**	**11,670**	**980**	**9%**
Fund: 005	**Rural Law Enforcement District**						
2191	Sheriff Rural Law Enf Dis	2,561,422	2,742,856	5,205,330	5,347,560	142,230	2%
	005 Totals:	**2,561,422**	**2,742,856**	**5,205,330**	**5,347,560**	**142,230**	**2%**
Fund: 007	**Public Health**						
4110	Community Health	502,837	650,480	811,500	1,122,110	310,610	38%
4112	Tobacco Prevention	50,308	58,967	64,340	143,560	79,220	123%
4129	Immunization	11,593	11,830	14,140	38,830	24,690	174%
4130	Maternal & Child Health	41,130	29,790	41,300	0	(41,300)	0%
4133	Babies First	91,695	129,903	124,800	283,980	159,180	127%
4140	W I C Program	229,942	251,517	261,380	264,920	3,540	1%
4160	Family Planning	240,184	211,578	314,750	255,170	(59,580)	- 18%
4163	Jewell School-Based Health Center	0	0	0	0	0	0%
4168	Harm Reduction Program	0	0	0	135,650	135,650	100%
4169	Household Hazardous Waste	35,302	32,954	470,250	797,860	327,610	69%
4170	Emergency Preparedness	79,082	73,717	73,000	105,240	32,240	44%
4174	Onsite Sewage Systems	144,817	172,546	249,000	338,760	89,760	36%
4175	Environmental Health	185,377	237,699	276,950	362,410	85,460	30%
9915	Approp. For Contingency 7	0	0	35,590	18,640	(16,950)	- 47%
	007 Totals:	**1,612,267**	**1,860,980**	**2,737,000**	**3,867,130**	**1,130,130**	**41%**
Fund: 009	**Child Support**						
2165	Child Support	194,179	206,645	253,210	252,290	(920)	- 0%
	009 Totals:	**194,179**	**206,645**	**253,210**	**252,290**	**(920)**	**- 0%**
Fund: 018	**Juvenile Detention Center**						
2175	Juvenile Detention Center	0	0	0	0	0	0%
	018 Totals:	**0**	**0**	**0**	**0**	**0**	**0%**
Fund: 020	**Juvenile Crime Prevention**						
2170	Juv Crime Prevention	27,826	23,257	161,200	169,350	8,150	5%
	020 Totals:	**27,826**	**23,257**	**161,200**	**169,350**	**8,150**	**5%**
Fund: 024	**Parole & Probation Division**						
2385	Parole & Probation Division	1,913,567	2,033,103	4,608,970	4,701,310	92,340	2%
	024 Totals:	**1,913,567**	**2,033,103**	**4,608,970**	**4,701,310**	**92,340**	**2%**
Fund: 027	**Marine Patrol**						
2245	Marine Patrol	257,436	274,825	372,250	383,130	10,880	2%
	027 Totals:	**257,436**	**274,825**	**372,250**	**383,130**	**10,880**	**2%**

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Amount Change	Percent Change
Fund: 030	**Drug Task Force**						
7145	Drug Task Force	0	0	0	0	0	0%
	030 Totals:	**0**	**0**	**0**	**0**	**0**	**0%**
Fund: 033	**Mental Health Grants**						
7150	Developmental Disabilities	626,721	732,619	905,110	910,610	5,500	0%
7152	Mental Health	988,224	945,771	1,181,450	2,092,290	910,840	77%
7154	Drug & Alcohol Treatment	0	0	0	0	0	0%
7156	Drug & Alcohol Prevention	211,934	189,339	303,420	415,780	112,360	37%
	033 Totals:	**1,826,879**	**1,867,729**	**2,389,980**	**3,418,680**	**1,028,700**	**43%**
Fund: 036	**Building Codes**						
7165	Building Codes	580,119	606,659	1,758,610	2,018,960	260,350	14%
	036 Totals:	**580,119**	**606,659**	**1,758,610**	**2,018,960**	**260,350**	**14%**
Fund: 039	**Clatsop County Fisheries**						
8500	Clatsop County Fisheries	803,725	682,580	1,102,740	1,086,160	(16,580)	- 1%
	039 Totals:	**803,725**	**682,580**	**1,102,740**	**1,086,160**	**(16,580)**	**- 1%**
Fund: 100	**Capital Projects**						
2000	Special Projects	1,328,638	4,178,699	3,297,460	12,971,050	9,673,590	293%
2002	Fleet Replacement	50,731	23,119	90,580	0	(90,580)	0%
	100 Totals:	**1,379,369**	**4,201,817**	**3,388,040**	**12,971,050**	**9,583,010**	**282%**
Fund: 102	**General Roads Eq Replace**						
2001	Equipment Replacement	383,079	457,380	515,800	605,900	90,100	17%
	102 Totals:	**383,079**	**457,380**	**515,800**	**605,900**	**90,100**	**17%**
Fund: 105	**Insurance Reserve**						
2105	Insurance Reserve	27,494	30,851	373,240	416,830	43,590	11%
	105 Totals:	**27,494**	**30,851**	**373,240**	**416,830**	**43,590**	**11%**
Fund: 120	**Land Corner Preservation**						
1941	Surveyor - Land Corner 120	54,041	50,287	365,490	389,960	24,470	6%
	120 Totals:	**54,041**	**50,287**	**365,490**	**389,960**	**24,470**	**6%**
Fund: 140	**Jail Commissary Fund**						
9100	Jail Commissary	19,902	0	0	0	0	0%
	140 Totals:	**19,902**	**0**	**0**	**0**	**0**	**0%**
Fund: 150	**Fair Board**						
9300	Fair General Operation	778,487	942,973	1,362,920	1,466,290	103,370	7%
	150 Totals:	**778,487**	**942,973**	**1,362,920**	**1,466,290**	**103,370**	**7%**
Fund: 205	**Child Custody Mediation & Drug Projec**						
5705	Child Custody Mediation	36,797	55,911	111,970	86,710	(25,260)	- 22%
	205 Totals:	**36,797**	**55,911**	**111,970**	**86,710**	**(25,260)**	**- 22%**

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Amount Change	Percent Change
Fund: 206	**Video Lottery Fund**						
5710	Video Lottery	313,050	341,320	384,160	340,830	(43,330)	- 11%
	206 Totals:	**313,050**	**341,320**	**384,160**	**340,830**	**(43,330)**	**- 11%**
Fund: 208	**Liquor Enforcement Fund**						
5715	Liquor Enforcement	31	0	0	0	0	0%
	208 Totals:	**31**	**0**	**0**	**0**	**0**	**0%**
Fund: 209	**Courthouse Security**						
5720	Courthouse Security	58,444	62,637	207,460	181,430	(26,030)	- 12%
	209 Totals:	**58,444**	**62,637**	**207,460**	**181,430**	**(26,030)**	**- 12%**
Fund: 225	**Bike paths**						
5805	Bike Paths	100	100	464,580	401,510	(63,070)	- 13%
	225 Totals:	**100**	**100**	**464,580**	**401,510**	**(63,070)**	**- 13%**
Fund: 230	**Law Library**						
5810	Law Library	46,386	46,435	61,710	65,760	4,050	6%
	230 Totals:	**46,386**	**46,435**	**61,710**	**65,760**	**4,050**	**6%**
Fund: 235	**Animal Shelter Donations**						
2810	Animal Shelter Enhance.	50,052	50,100	350,760	353,640	2,880	0%
	235 Totals:	**50,052**	**50,100**	**350,760**	**353,640**	**2,880**	**0%**
Fund: 240	**Park & Land Acq. & Maint**						
5815	Parks & Land Acq. Maint	83,637	92,975	1,001,980	971,800	(30,180)	- 3%
	240 Totals:	**83,637**	**92,975**	**1,001,980**	**971,800**	**(30,180)**	**- 3%**
Fund: 250	**Emergency Communication**						
5820	Emergency Communication	0	0	0	0	0	0%
	250 Totals:	**0**	**0**	**0**	**0**	**0**	**0%**
Fund: 300	**Road District #1**						
5825	Road District #1	3,513,060	4,524,260	4,298,850	4,245,080	(53,770)	- 1%
	300 Totals:	**3,513,060**	**4,524,260**	**4,298,850**	**4,245,080**	**(53,770)**	**- 1%**
Fund: 305	**State Timber Enforcement Fund**						
5828	State Timber Enforcement	79,600	80,960	781,650	1,005,740	224,090	28%
	305 Totals:	**79,600**	**80,960**	**781,650**	**1,005,740**	**224,090**	**28%**
Fund: 315	**Carlyle Apartments**						
5842	Carlyle Apartments	0	0	0	0	0	0%
	315 Totals:	**0**	**0**	**0**	**0**	**0**	**0%**
Fund: 325	**Industrial Development Revolving Fun**						
5836	Industrial Develop.Revolving Fund	68,004	233,129	4,422,600	3,945,330	(477,270)	- 10%
	325 Totals:	**68,004**	**233,129**	**4,422,600**	**3,945,330**	**(477,270)**	**- 10%**

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Amount Change	Percent Change
Fund: 385	**Westport Sewer Serv Dist**						
5845	Westport Sewer Service	65,310	74,876	148,800	158,290	9,490	6%
	385 Totals:	**65,310**	**74,876**	**148,800**	**158,290**	**9,490**	**6%**
Fund: 386	**Westport Sewer Equip Rplc**						
5846	Westport Sewer Equipment	6,893	6,862	46,590	42,510	(4,080)	- 8%
	386 Totals:	**6,893**	**6,862**	**46,590**	**42,510**	**(4,080)**	**- 8%**
Fund: 395	**4-H & Ext Ser Spec Dist**						
5850	4-H & Extension	457,320	414,042	650,270	654,950	4,680	0%
	395 Totals:	**457,320**	**414,042**	**650,270**	**654,950**	**4,680**	**0%**
Fund: 400	**Debt Service Fund**						
5855	Debt Service	185,121	181,294	1,634,450	1,633,350	(1,100)	- 0%
	400 Totals:	**185,121**	**181,294**	**1,634,450**	**1,633,350**	**(1,100)**	**- 0%**
Fund: 405	**Bond & UAL Reserve Fund**						
5860	Bond & UAL Reserve Fund	0	0	1,539,590	860,460	(679,130)	- 44%
	405 Totals:	**0**	**0**	**1,539,590**	**860,460**	**(679,130)**	**- 44%**
Fund: 505	**Diking District #5**						
6305	Diking District #5	4,691	4,908	0	0	0	0%
	505 Totals:	**4,691**	**4,908**	**0**	**0**	**0**	**0%**
Fund: 511	**Diking District #11**						
6311	Diking District #11	8,517	283	0	0	0	0%
	511 Totals:	**8,517**	**283**	**0**	**0**	**0**	**0%**
Fund: 514	**Diking District #14**						
6314	Diking District #14	8,737	5,196	0	0	0	0%
	514 Totals:	**8,737**	**5,196**	**0**	**0**	**0**	**0%**
Total Expenditures:		**42,503,468**	**49,676,368**	**81,757,450**	**96,397,680**	**14,640,230**	**17%**

4 year Comparative Summary - All County Funds (Excluding Service Districts)

Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Amount Change	Percent Change
Resources						
Beginning Net Working Capital	28,483,743	32,453,313	36,215,210		26,284,060	72%
Taxes	9,602,942	9,586,433	10,935,230		385,960	3%
Licenses & Permits	1,439,851	1,539,412	1,383,000		459,000	33%
Fines	77,160	81,702	74,180		(200)	- 0%
Use Of Money/Property	401,053	794,863	439,460		200,090	45%
Intergov State	13,774,701	16,806,398	14,830,160		2,385,010	16%
Intergov Federal	711,915	995,636	835,640		(23,030)	- 2%
Intergov Other	6,020,246	7,273,575	7,445,940		135,470	1%
Charges for Services	1,982,796	2,157,123	1,996,740		194,680	9%
Other Revenue	2,088,015	1,861,430	1,661,150		635,780	38%
Transfer Revenue	3,748,408	7,859,636	3,650,450		28,880	0%
Total Resources:	68,330,829	81,409,521	79,467,160		30,685,700	38%
Expenditures						
Personal Services	19,675,298	21,100,554	24,317,700		2,661,090	10%
Materials & Services	8,182,309	8,653,707	13,521,290		2,909,300	21%
Special Payments	2,467,521	2,611,921	2,877,600		806,620	28%
Debt Service	187,950	183,893	1,453,020		299,040	20%
Capital Outlay	1,616,031	1,493,375	3,828,850		9,467,020	247%
Transfers Out	3,748,408	7,859,636	3,650,450		28,880	0%
Contingency	0	0	21,758,700		(1,630,270)	- 7%
Total Expenditures:	35,877,518	41,903,084	71,407,610		14,541,680	20%
Fund Balance						
Ending Fund Balance:	32,453,312	39,506,436	8,059,550		16,144,020	200%
Net Change in Fund Balance:	(3,969,568)	(7,053,124)	28,155,660	38,295,700	10,140,040	36%
Percentage of Change:	- 717%	- 460%	128%	163%		

4 year Comparative Summary - All County Funds (with Service Districts)

Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Amount Change	Percent Change
Resources						
Beginning Net Working Capital	31,723,816	36,088,819	39,558,630		26,425,480	66%
Taxes	13,611,953	13,708,658	14,942,940		497,320	3%
Licenses & Permits	1,439,851	1,539,412	1,383,000		459,000	33%
Fines	77,160	81,702	74,180		(200)	- 0%
Use Of Money/Property	444,714	871,374	507,160		235,290	46%
Intergov State	16,614,142	21,058,228	17,661,170		2,168,580	12%
Intergov Federal	711,915	995,636	835,640		(23,030)	- 2%
Intergov Other	6,020,246	7,273,575	7,445,940		135,470	1%
Charges for Services	2,051,415	2,231,874	2,070,740		225,680	10%
Other Revenue	2,157,739	1,861,797	1,685,150		631,780	37%
Transfer Revenue	3,750,408	7,861,636	3,652,450		28,880	0%
Total Resources:	78,603,358	93,572,710	89,817,000		30,784,250	34%
Expenditures						
Personal Services	21,379,189	23,000,826	26,215,620		2,969,860	11%
Materials & Services	9,330,185	9,776,006	14,825,110		2,985,120	20%
Special Payments	6,006,347	7,167,770	7,199,480		752,590	10%
Debt Service	283,011	284,815	1,732,920		155,740	8%
Capital Outlay	1,754,328	1,585,315	4,019,650		9,315,220	231%
Transfers Out	3,750,408	7,861,636	3,652,450		28,880	0%
Contingency	0	0	24,112,220		(1,567,180)	- 6%
Total Expenditures:	42,503,468	49,676,368	81,757,450		14,640,230	17%
Fund Balance						
Ending Fund Balance:	36,099,890	43,896,342	8,059,550		16,144,020	200%
Net Change in Fund Balance:	(4,376,074)	(7,807,523)	31,499,080	41,780,540	10,281,460	32%
Percentage of Change:	- 724%	- 462%	125%	157%		

Overview by Functional Area - General Fund

REVENUES - Functional Area	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Amount Change	Percent Change
Culture & Recreation	135,637	140,976	131,250	134,250	3,000	2%
General Government	22,067,539	29,139,875	25,247,080	27,342,310	2,095,230	8%
Land Use, Hsg & Trans / Econ. Dev. & Capital	575,705	574,636	585,820	586,710	890	0%
Public Safety & Justice	3,157,539	3,448,707	3,850,370	4,685,810	835,440	21%
Total Revenues:	**25,936,419**	**33,304,194**	**29,814,520**	**32,749,080**	**2,934,560**	**9%**

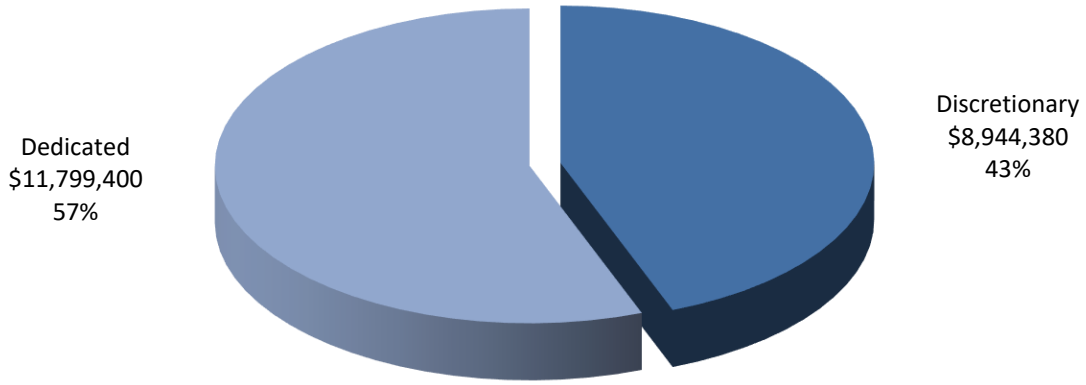
EXPENDITURES - Functional Area	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Amount Change	Percent Change
Culture & Recreation	202,162	209,162	232,270	239,770	7,500	3%
General Government	7,484,426	9,142,758	12,320,570	13,266,230	945,660	7%
Land Use, Hsg & Trans / Econ. Dev. & Capital	909,400	865,575	1,018,070	1,186,170	168,100	16%
Public Health	461,000	442,200	461,000	461,000	0	0%
Public Safety & Justice	10,310,692	10,858,870	12,231,890	13,544,420	1,312,530	10%
Total Expenditures:	**19,367,679**	**21,518,564**	**26,263,800**	**28,697,590**	**2,433,790**	**9%**

Overview by Functional Area - Countywide
(Excluding Service Districts)

REVENUES - Functional Area	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Amount Change	Percent Change
Culture & Recreation	2,969,286	2,893,025	2,496,150	2,572,340	76,190	3%
General Government	23,752,403	31,166,670	28,805,050	30,264,620	1,459,570	5%
Land Use, Hsg & Trans / Econ. Dev. & Capital	28,392,231	32,535,754	32,279,430	58,144,920	25,865,490	80%
Public Health	4,200,880	4,791,692	5,126,980	7,285,810	2,158,830	42%
Public Safety & Justice	9,016,029	10,022,381	10,759,550	11,885,170	1,125,620	10%
Total Revenues:	**68,330,829**	**81,409,521**	**79,467,160**	**110,152,860**	**30,685,700**	**38%**

EXPENDITURES - Functional Area	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	Amount Change	Percent Change
Culture & Recreation	1,064,286	1,245,109	2,597,170	2,677,860	80,690	3%
General Government	8,169,179	9,804,840	16,339,540	16,649,540	310,000	1%
Land Use, Hsg & Trans / Econ. Dev. & Capital	10,209,996	13,431,685	28,202,850	38,592,300	10,389,450	36%
Public Health	3,439,146	3,728,709	5,126,980	7,285,810	2,158,830	42%
Public Safety & Justice	12,994,911	13,692,742	19,141,070	20,743,780	1,602,710	8%
Total Expenditures:	**35,877,518**	**41,903,084**	**71,407,610**	**85,949,290**	**14,541,680**	**20%**

Clatsop County Functions/Programs Budget
Public Safety & Justice 2019-2020
Total $20,743,780



Organizational units included within this functional area in the order they appear within the budget document are:

District Attorney
Child Support
Medical Examiner
Sheriff Support Division
Sheriff Criminal Division
Corrections
Jail Nurse
Corrections Workcrew
Emergency Management
Animal Control
Animal Shelter Enhancement
Marine Patrol
Jail Commissary
Juvenile Department
Juvenile Crime Prevention
Law Library
Parole & Probation
Courthouse Security
State Timber Enforcement
Child Custody Mediation

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The proposed expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

District Attorney

Mission Statement

The purpose of criminal prosecution is to evaluate and prosecute all violations of state criminal law brought to the district attorney's office through the seven police agencies in Clatsop County, and on occasion through outside agencies, to ensure that the innocent are protected and the guilty are held accountable.

Department Overview

The Criminal Division consists of 6 Deputy District Attorneys, the elected District Attorney, 1 Senior Administrative Supervisor, 6 Trial Assistants and 2.5 victim Services Coordinators. The staff reviews, logs in, and then assigns reports to specific trial assistants and specific deputy district attorneys for vertical prosecution cases submitted by the seven police agencies that serve the cities and county. The initial determination is whether there is a credible charge and if so, should it be charged as a violation, misdemeanor, or felony. Once a Deputy DA makes that decision, the case then goes through the charging process or grand jury process.

Deputy District Attorneys prepare plea offers in virtually every case, and working with one of the two Victims Assistance Coordinators, attempt to discuss the case and possible resolution with identifiable victims and ensure that victims' voices are heard and that they are able to exercise their rights under Oregon statute and the state constitution.

The District Attorneys' Office is expected to "attend upon the court" for all proceedings in which the State of Oregon has an interest in criminal, juvenile, or dependency cases. That means staffing three circuit courtrooms virtually daily as well as Grand Jury twice a week. In addition, the DA's Office participates, and in some cases presides over regular meetings of the Multi-Disciplinary Team regarding Child Abuse, the Domestic Violence Council, the Major Crime Team and staffs all three "specialty courts" - the Treatment Court in Judge Matyas's courtroom, Family Court in Judge Brownhill's courtroom, and Drug Court in Judge McIntosh's courtroom. Each of these courts is assigned a Deputy DA who attends staffings and appears in court, and while the DA's Office assists in staffing these courts, the DA's Office receives no revenue or compensation for participation in these special courts.

In addition, the District Attorney and at least two senior Deputy District Attorneys, including the Chief Deputy, are on-call on a 24 hour a day, 7-day a week basis for consultation with county police agencies from providing legal advice to helping draft search warrants to convening the Major Crime Team under the protocols agreed upon by all area law enforcement agencies.

Additionally, the District Attorney's Office manages the Medical Examiner Program, appears on behalf of the county in all involuntary mental commitment proceedings, handles habeas corpus suits at the request of the Sheriff, evaluates civil and criminal forfeitures when appropriate, and serves as the arbiter of request under ORS 192, the Oregon Public Records law for agencies below the state level (city, county, schools, and special districts).

The District Attorney's Office regularly participates in legal trainings for both regular and reserve police officers and provides speakers after hours for various Citizen Police Academies offered at times by area police departments.

District Attorney Ron Brown writes a monthly training newsletter for all police agencies in the county.

Major Accomplishments

Accomplishments on some of the higher end cases include:

State v. Muniz convicted of Burglary in the First Degree of an occupied dwelling sentenced to 60 months prison, prosecuted by DDA Beau Peterson. State v. Garcia convicted of Sex Abuse in the First Degree after suspect was on the run in California for 9 years, was convicted and currently serving 75 months in prison for abusing an 11 year old boy, prosecuted by Ron Brown. State v. Barnett convicted of Manslaughter in the First Degree, DUII and Assault in Fourth Degree and sentenced to 160 months prison for running over two men at a bus stop, killing one and maiming the other before trying to run away and hide, prosecuted by DDA Scott McCracken. State v. Scarborough convicted of Burglary in the First Degree and Sentenced to prison for 60 months, prosecuted by DDA Steve Chamberlin. State v. Freauff came back on appeal and was re-sentenced on 6 counts of Aggravated Theft after stealing over $250,000 and was sentenced to prison for 246 months, prosecuted by DDA Beau Peterson. Chief Deputy Dawn Buzzard served as co-counsel with a Department of Justice Senior Assistant Attorney General in the prosecution of State v. Sturgell, resulting in multiple convictions of Sodomy, Sexual Abuse, Bribing a Witness, and Tampering With a Witness and a 144 month prison sentence.

Budget Highlights

With the recent passage of Senate Bill 505 requiring grand jury hearings to be recorded, effective July 1, 2019 there will be a need for the office to have grand jury hearing testimony transcribed on many of the grand jury hearings. Not all but many. We are requesting an additional $2,000 in the grand jury fees line item to pay for the cost of transcription. The state has funded the cost of the equipment necessary to allow for the recorded testimony, but the financial responsibility of transcribing the recordings falls on the district attorney's office. The $2,000 amount is a best guess estimate of what the cost will be. We have reduced the requested amount in Special Investigations line item by $2,000 to offset this cost.

With the recent implementation of a new case management system (PbK by Karpel) the department will be incurring annual fees for hosted services support by the vendor, Karpel Solutions, as well as incur a $1 charge per e-discovery packet we send out. The annual fees are $11,550 and the vendor will charge DA $1 for each discovery packet, estimated at $3,840 annually for the packets. We in turn, are charging a $2 fee to the defense attorneys to recoup this cost. These are necessary costs that cannot be avoided. Additionally, the department will incur fees of $3,050 for annual license fees and annual maintenance for Justice System software.

We are requesting the purchase of 3 new desk chairs to be purchaed through a local company the county contracts with that offers well made chairs office that include a warranty. Many of the existing desk chairs in the office are cheaply made, are very old and worn, with tears in the seat. Cost is $1,800 for 3. Additionally, we are requesting the purchase of a new 5-drawer lateral file cabinet to replace an existing one that has been in use for many years and has become unsafe to use. The department has a high need for storing open case files in cabinets and is currently going without one. Cost is $800.

District Attorney Ron Brown, while serving many years as the Chief Deputy DA, was assigned to the majority of the sex abuse cases in the office. Now as DA, it is the intent to have those cases assigned to most of the other Deputy DAs, and with that there is a need for specialized training. An additional $1,000 is requested in the Reimbursed Travel Expense line item to allow for 2 to 3 Deputy DAs to attend sex abuse training(s).

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Child Support	0	0	0	0	0	0%
VOCA	58,770	63,948	65,670	65,670	0	0%
VOCA Expansion	0	6,418	45,000	45,000	0	0%
VOCA Supp Svcs & Trng	0	0	0	0	0	0%
VOCA 1x	1,362	17,555	3,300	0	(3,300)	- 100%
St.-victim Assistance Pgm	34,811	43,514	34,800	34,800	0	0%
Revenue Refunds & Reimbursemen	0	4	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Copy Fees	50,949	52,977	43,000	43,000	0	0%
Trans from Liquor Law Enforce	31	0	0	0	0	0%
General Fund Support	1,557,759	1,592,599	1,777,260	1,801,830	24,570	1%
Total Revenue:	**1,703,683**	**1,777,015**	**1,969,030**	**1,990,300**	**21,270**	**1%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	1,115,652	1,144,039	1,180,990	1,211,270	30,280	2%
Personnel Benefits	469,606	522,338	644,990	658,690	13,700	2%
Material & Supplies	118,425	110,638	143,050	120,340	(22,710)	- 15%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**1,703,683**	**1,777,015**	**1,969,030**	**1,990,300**	**21,270**	**1%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
District Attorney Salary Supp.	1.00	1.00	1.00	1.00	0.00	0%
Admin/legal Asst	0.95	0.95	0.95	0.95	0.00	0%
Chief Deputy Dist. Atty.	1.00	1.00	1.00	1.00	0.00	0%
Deputy DA III	4.94	3.97	3.97	3.97	0.00	0%
Staff Assistant	6.00	6.00	6.00	6.00	0.00	0%
Victims Services Coord.	2.00	2.00	2.50	2.53	0.03	1%
Total Personnel:	**15.89**	**14.92**	**15.42**	**15.45**	**0.03**	**0%**

Measures

Unit of Measure Description	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of Police Reports Received	2134	2136	2358	3608		
Number of Victim Contacts	15965	18545	27953	29757		
Court Appearances Per Deputy DA	763	649	660	698		
Number of Juvenile Court Appearances	432	343	290	317		
Felony Cases Filed	463	443	432	409		
Misdemeanor Cases Filed	821	789	785	795		

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
District Attorney Salary Supp.	82-1025	28,248	33,996	40,540	45,880	5,340	13%
Admin/legal Asst	82-1119	65,657	73,047	75,420	81,960	6,540	8%
Chief Deputy Dist. Atty.	82-1170	121,471	129,137	131,690	136,710	5,020	3%
Deputy District Attorney	82-1172	523,551	512,721	507,770	500,930	(6,840)	- 1%
Deputy DA III	82-1175	0	0	0	0	0	0%
Staff Assistant	82-1191	267,708	279,576	288,050	299,720	11,670	4%
Victims Services Coord.-Lead	82-1895	0	0	0	60,720	60,720	100%
Victims Services Coord.	82-1896	109,017	115,561	137,520	85,350	(52,170)	- 37%
Extra Help - A.S. III	82-1940	9,023	2,622	13,000	13,000	0	0%
Extra Help	82-1941	8,198	9,457	11,080	11,080	0	0%
Grant Overtime	82-1943	9,535	6,696	10,570	10,940	370	3%
Overtime	82-1945	2,605	2,501	4,000	4,000	0	0%
Performance Pay	82-1948	0	0	8,130	0	(8,130)	- 100%
F.I.C.A.	82-1950	85,955	86,790	94,110	95,880	1,770	1%
Retirement	82-1955	153,818	194,910	206,440	255,510	49,070	23%
Medical Waiver	82-1963	4,100	2,506	2,400	3,040	640	26%
Medical Insurance	82-1964	137,103	161,658	193,050	193,800	750	0%
Dental Insurance	82-1965	17,594	19,376	20,830	22,570	1,740	8%
HSA Contribution	82-1966	20,602	24,053	25,480	21,110	(4,370)	- 17%
Benefits Admin Fees	82-1967	481	534	530	530	0	0%
Life Insurance	82-1970	1,362	1,375	1,460	1,380	(80)	- 5%
Salary Continuation Insur	82-1972	2,022	2,035	1,410	1,550	140	9%
S.A.I.F.	82-1975	1,037	41	1,770	2,050	280	15%
Unemployment	82-1980	5,804	1,266	1,230	1,250	20	1%
Compensable Leave Buyback	82-1986	10,368	6,519	49,500	21,000	(28,500)	- 57%
Personnel Services Totals:		**1,585,258**	**1,666,377**	**1,825,980**	**1,869,960**	**43,980**	**2%**
Materials & Services							
Telephones	82-2070	5,468	3,352	4,000	4,000	0	0%
Witness Fees	82-2250	1,388	1,312	2,500	2,300	(200)	- 8%
Grand Jury Fees	82-2258	358	707	800	2,800	2,000	250%
Maintenance - Equipment	82-2260	0	34	0	0	0	0%
Software Maintenance	82-2265	0	0	23,050	18,440	(4,610)	- 20%
Membership Fees And Dues	82-2370	6,704	7,456	7,000	7,000	0	0%
Office Supplies	82-2410	10,366	8,721	8,500	8,500	0	0%
Books And Periodicals	82-2413	7,167	6,746	7,000	7,000	0	0%
Postage And Freight	82-2419	5,467	6,819	5,000	5,000	0	0%
Printing And Reproduction	82-2425	13,660	10,242	13,000	13,000	0	0%
Office Furniture & Equipment	82-2454	0	0	0	2,600	2,600	100%
Contractual Services	82-2471	0	15	400	200	(200)	- 50%
Special Investigations	82-2474	43,543	14,301	25,000	23,000	(2,000)	- 8%
Contractual Services-Temp Help	82-2492	0	0	18,000	0	(18,000)	- 100%
Special Victims Expense	82-2516	9,859	9,018	9,000	9,000	0	0%

VOCA 1x	82-2526	1,678	17,701	3,300	0	(3,300)	- 100%
VOCA Supp Svcs & Trng	82-2535	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	2,033	1,500	1,500	0	0%
DA LAN/Software Equipment	82-2907	0	8,517	0	0	0	0%
Vehicle Maintenance & Use	82-2923	3,126	432	2,000	2,000	0	0%
Education And Training	82-2928	2,955	5,716	6,000	6,000	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	6,685	7,515	7,000	8,000	1,000	14%
Materials & Services Totals:		**118,425**	**110,638**	**143,050**	**120,340**	**(22,710)**	**- 15%**
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**1,703,683**	**1,777,015**	**1,969,030**	**1,990,300**	**21,270**	**1**

Child Support

Mission Statement

To collect court-ordered payments for custodial parents and when appropriate, assist in adjusting child support obligations.

Department Overview

The child support division collects and enforces court orders using collection methods, court orders, and when necessary, criminal actions. Two child support agents manage the daily caseload and are assisted by a .06 FTE of a deputy district attorney. The division also establishes orders for support and paternity.

Major Accomplishments

Opened 79 new cases for calendar year 2018. This does not include new cases from Origin system - number unknown from conversion to new system on December 4, 2018.
Continued to increase skills and knowledge of child support enforcement by attending 11 days of mandatory training for the new child support case management system, Origin.
Complied with Federal Title IV-D requirements.
Continued to hold monthly SED Court for delinquent parents.
Provided support enforcement services to more than 600 families.
Continued to participate in and give input to Oregon District Attorneys Association Child Support Oversite Committee and to the Child Support Program regarding the new child support case management system and issues relating to the DA Offices with Child Support Divisions.
The Oregon Department of Justice Child Support Program is in the process of converting to a new system called Origin. Staff has and will continue to participate in daily and weekly Command Center Calls with the Program, throughout the conversion, and continue to give updates, report problems or issues, submit incident report tickets, and follow-up with completion or final resolution of these tickets related to the new system.
Pilot for the program began in September 2018. This office was part of Rollout Phase One which occurred in December 2018, with Rollout Phase Two in February 2019, and the final Rollout Phase Three in April of 2019. Staff completed their 11 days of mandatory training in October and November of 2018. Staff has been actively participating and has been involved with multiple Webex trainings and ongoing conference calls regarding Origin.

Budget Highlights

Staff is requesting $3,000 to upgrade their laptops to better interface with the new Origin technology. Requesting $550 for hosted services annual support for access to the criminal division's new case management system, Karpel. Additionally, we are budgeting $3,200 in Reimbursed Travel funds for staff to attend the Western Intergovernmental Child Support Engagement Council's annual conference in Spokane, WA. This is a $3,800 decrease from the Reimbursed Travel funds amount from FY 18/19. This expense includes travel & lodging for 3 employees. The child support budget receives a 66% federal reimbursement for all expenses incurred.
Clatsop County recovers over $2 million annually for custodial parents.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	43,295	43,704	37,710	17,100	(20,610)	- 54%
Reimburse Child Supp Svc	27,712	11,425	24,410	19,550	(4,860)	- 19%
Child Support	113,813	129,067	126,120	142,330	16,210	12%
State GF Reimburse	9,807	13,448	13,450	12,560	(890)	- 6%
Annual Fee pmts	2,134	2,108	2,160	2,180	20	0%
Rev. Refunds & Reim.	0	1	0	0	0	0%
Miscellaneous Revenue	0	1	0	0	0	0%
Franchise Fees	190	190	0	0	0	0%
Transfer From General	40,700	40,700	49,360	58,570	9,210	18%
Interest On Investments	232	293	0	0	0	0%
Total Revenue:	**237,883**	**240,938**	**253,210**	**252,290**	**(920)**	**- 0%**
Total Unappropriated Budget:	**43,704**	**34,293**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**194,179**	**206,645**	**253,210**	**252,290**	**(920)**	**- 0%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	115,755	118,486	121,380	124,340	2,960	2%
Personnel Benefits	47,132	52,238	56,390	64,830	8,440	14%
Material & Supplies	31,291	35,921	35,300	37,610	2,310	6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	40,140	25,510	(14,630)	- 36%
Total Expenditures:	**194,179**	**206,645**	**253,210**	**252,290**	**(920)**	**- 0%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Senior Admin Supervisor	0.05	0.05	0.05	0.05	0.00	0%
Deputy DA I	0.00	0.03	0.03	0.03	0.00	0%
Deputy DA III	0.06	0.03	0.03	0.03	0.00	0%
Child Support Agent I	1.00	1.00	1.00	1.00	0.00	0%
Child Support Agent II	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	**2.11**	**2.11**	**2.11**	**2.11**	**0.00**	**0%**

Measures

Unit of Measure Description	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Child Support Collected	2,513,702	2,072,804	2,498,546	2,354,060	2,292.201	
Overall County Arrearages Collected	75.3%	76%	74.8%	73.46%	78.36%	
Overall State Arrearages Collected	53.2%	53%	55%	52.84%	58.12%	

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Senior Admin Supervisor	82-1119	3,456	4,198	3,970	4,310	340	8%
Deputy District Attorney	82-1172	(124)	1,202	5,540	4,240	(1,300)	- 23%
Deputy DA I	82-1173	754	1,018	0	0	0	0%
Deputy DA II	82-1174	1,808	0	0	0	0	0%
Deputy DA III	82-1175	3,377	2,921	0	0	0	0%
Child Support Agent I	82-1855	50,647	51,913	53,210	55,070	1,860	3%
Child Support Agent II	82-1856	55,838	57,234	58,660	60,720	2,060	3%
Extra Help - A.S. III	82-1940	481	240	1,000	1,000	0	0%
Overtime	82-1945	100	0	0	0	0	0%
Performance Pay	82-1948	0	0	160	0	(160)	- 100%
F.I.C.A.	82-1950	8,924	9,086	9,560	9,770	210	2%
Retirement	82-1955	17,158	21,722	22,300	28,520	6,220	27%
Medical Waiver	82-1963	2,400	2,400	2,400	2,400	0	0%
Medical Insurance	82-1964	13,146	14,559	16,680	18,420	1,740	10%
Dental Insurance	82-1965	1,360	1,383	1,440	1,610	170	11%
HSA Contribution	82-1966	2,184	2,198	2,190	2,140	(50)	- 2%
Benefits Admin Fees	82-1967	38	40	40	50	10	25%
Life Insurance	82-1970	163	163	160	160	0	0%
Salary Continuation Insur	82-1972	166	167	150	160	10	6%
S.A.I.F.	82-1975	158	137	190	220	30	15%
Unemployment	82-1980	731	143	120	130	10	8%
Compensable Leave Buyback	82-1986	124	0	0	250	250	100%
Personnel Services Totals:		**162,887**	**170,723**	**177,770**	**189,170**	**11,400**	**6%**
Materials & Services							
Telephones	82-2070	445	305	600	600	0	0%
Insurance	82-2200	985	996	1,400	1,360	(40)	- 2%
Software Maintenance	82-2265	0	0	0	550	550	100%
Office Supplies	82-2410	2,699	5,667	700	700	0	0%
Postage And Freight	82-2419	3,252	2,997	2,800	2,800	0	0%
Printing And Reproduction	82-2425	580	697	800	800	0	0%
PC Equipment	82-2455	0	0	0	3,000	3,000	100%
Contractual Services	82-2471	0	0	0	0	0	0%
Special Investigations	82-2474	624	164	600	600	0	0%
Fuel - Vehicles	82-2852	0	96	0	0	0	0%
Education And Training	82-2928	505	830	500	500	0	0%
Reimbursed Travel Expense	82-2930	601	2,169	7,000	3,200	(3,800)	- 54%
Indirect Cost Allocation	82-3210	21,600	22,000	20,900	23,500	2,600	12%
Materials & Services Totals:		**31,291**	**35,921**	**35,300**	**37,610**	**2,310**	**6%**
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%

Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	40,140	25,510	(14,630)	- 36%
Contingencies Totals:		**0**	**0**	**40,140**	**25,510**	**(14,630)**	**- 36%**
Total Expenditures:		**194,179**	**206,645**	**253,210**	**252,290**	**(920)**	**1**

Medical Examiner

Mission Statement

To investigate any accidental, homicidal or suicidal death or any death that occurs outside of a medical facility in Clatsop County.

Department Overview

The County Medical Examiner is a physician who is the medical eyes and ears of the State Medical Examiner. The County Medical Examiner appoints Deputy Medical Examiners, usually police officers, and signs death certificates for persons not under a doctor's care at the time of death. The County Medical Examiner is part of the Major Crime Team and is on call 24/7.

Major Accomplishments

Provided county medical examiner services 24/7. The Medical Examiner has been on call and on the scene of every suspicious death, not merely those of criminal interest. The medical examiner also does extensive death notifications to families and provides services to grieving families.

Budget Highlights

Although there is no "set" amount of time required for providing services to people at what are the worst moments of their lives, the Clatsop County Medical Examiner takes pride in being both compassionate and comprehensive in death investigations. In cases that have major criminal implications, like the two recent murder cases, that can mean speaking to survivors about the medical aspect and some medicolegal aspects of the death investigation (for example, the need for an autopsy or sometimes the reason no autopsy is appropriate). Some cases that are NOT criminal can nonetheless take enormous amounts of medical examiner time. However, medical examiner calls go far beyond criminal cases to suicides, accidents, even unusual natural deaths.
We are requesting $2,470 in Extra Help Medical Examiner line item to provide backup coverage for the medical examiner on an occasional basis, allowing medical examiner to utilize accrue vacation hours. Medical Examiner is on call 24/7 and currently no backup coverage exists. Accrued vacation hours for the position continue to increase each month since the medical examiner has been unable to utilize the accrued vacation hours. Continuous accrued vacation hours can become a significant budget issue if not utilized, if the employee leaves the position. The $2,470 amount for coverage will not be exceeded. We will forego the $1,000 in education and training line item so the actual overall requested increase to this budget is $1,470.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	104,758	112,204	118,800	128,930	10,130	8%
Total Revenue:	**104,758**	**112,204**	**118,800**	**128,930**	**10,130**	**8%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	81,992	86,005	88,090	91,170	3,080	3%
Personnel Benefits	21,166	24,538	26,710	34,760	8,050	30%
Material & Supplies	1,600	1,661	4,000	3,000	(1,000)	- 25%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**104,758**	**112,204**	**118,800**	**128,930**	**10,130**	**8%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Medical Examiner	0.80	0.86	0.86	0.86	0.00	0%
Total Personnel:	**0.80**	**0.86**	**0.86**	**0.86**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Medical Examiner Cases	Count	145	164	134	141	0	0
Cases Investigated	Count	91	101	79	70	0	0
Extended Investigations Conducted	Count	52	38	44	34	0	0
Suicides	Count	9	14	13	12	0	0
Accidents	Count	21	40	14	26	0	0
Natural Deaths	Count	115	105	105	89	0	0
Homicides	Count	0	3	1	1	0	0
Undetermined	Count	0	2	1	3	0	0

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Medical Examiner	82-1202	81,992	86,005	88,090	91,170	3,080	3%
Extra Help Medical Examiner	82-1902	0	0	0	1,960	1,960	100%
F.I.C.A.	82-1950	5,840	6,131	6,740	7,120	380	5%
Retirement	82-1955	8,979	11,688	11,970	16,860	4,890	40%
Medical Insurance	82-1964	4,399	4,900	6,050	6,780	730	12%
Dental Insurance	82-1965	484	496	560	630	70	12%
HSA Contribution	82-1966	800	800	860	860	0	0%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life/AD&D Insurance	82-1970	111	111	100	100	0	0%
Salary Continuation Insur	82-1972	216	216	220	220	0	0%
S.A.I.F.	82-1975	104	100	120	140	20	16%
Unemployment	82-1980	232	96	90	90	0	0%
Personnel Services Totals:		**103,158**	**110,543**	**114,800**	**125,930**	**11,130**	**9%**
Materials & Services							
Telephones	82-2070	0	0	0	0	0	0%
Medical Supplies	82-2345	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Medical Services	82-2502	0	0	0	0	0	0%
Body Transportation Costs	82-2508	1,600	1,250	2,500	2,500	0	0%
Fuel - Vehicles	82-2852	0	411	250	250	0	0%
Vehicle Maintenance & Use	82-2923	0	0	250	250	0	0%
Education And Training	82-2928	0	0	1,000	0	(1,000)	- 100%
Materials & Services Totals:		**1,600**	**1,661**	**4,000**	**3,000**	**(1,000)**	**- 25%**
Total Expenditures:		**104,758**	**112,204**	**118,800**	**128,930**	**10,130**	**1**

Sheriff Support Division

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Support Division of the Sheriff's Office provides the day-to-day business administration of the Office for all division including the Criminal, Corrections and Parole and Probation divisions. These services include all the word processing of complaints, correspondence and other associated law enforcement clerical activity. Support Division is responsible for the civil process functions, which includes the processing of subpoenas, writs, summons and complaints, notices of process and conducts seizures, foreclosures and sales of real and personal property to satisfy judgements.

The Division acts as the custodian of records for the Sheriffs' Office and thus enters and maintains arrest warrants, restraining orders, stalking orders, stolen weapons and property, files and retrieves all criminal records/booking data. As part of the records function, background and criminal records checks are conducted for local law enforcement agencies, as well as our own case investigations. The division will take all fingerprints for licenses and background checks.

The Support Division issues and processes concealed hand gun licenses, alarm permits, liquor permits, hand gun transactions, machine gun sales, explosive permits and others. It is responsible for managing inventories and processing purchase orders for all accounts payable. On a monthly basis, the Division reports criminal data and statistics, as required by law, for compilation by State and Federal agencies.

The Support Division also provides administrative services and counter contacts with the public for the Parole and Probation Division. This includes all offender reporting and grant management to the State Department of Corrections. The Support Division is responsible for the intake and preservation of evidence related to investigations conducted within our jurisdiction. The Support Division also takes in found property and property for safekeeping.

Major Accomplishments

The Support Division was able to accomplish all Performance Measures identified in the 2018-19 budget including:
Complete evidence inventory.
Train all staff to take fingerprints for better coverage.
Acknowledge all record requests in five days and complete within three weeks.

Performance Measures

Improve electronic record keeping to reduce the level of hard copy retention.
Improve the efficiency of the Civil Process by taking advantage of new information systems.
Increase cross-training of staff for vacation and sick absences.

Budget Highlights

There are a couple of changes and additions with this budget. The change is to shift all support staff from parole and probation division to support division. This will allow for clear lines of authority and responsibility. There is a significant increase in revenue from the Rural Law Enforcement District and from Parole and Probation. This is due to the transfer of one support staff and the accountant from parole and probation division to support division. Additionally, we added one support staff for the jail to begin in January 2019 and one support staff for parole and probation to begin July 2019.

The additional jail support staff will assist in duties related to increased inmate capacity for scheduling transports, paperwork and related duties. The additional parole and probation staff will allow the probation officers to free up the administrative paperwork duties in order to focus on the increasing caseloads. We are increasing our part-time support staff for concealed handgun licenses to full time to accommodate a more timely process for citizens to obtain their concealed handgun licenses and this staff will also cover counter contacts and phones to allow civil and records staff to keep up with their increased workload and provide more efficiency. Personnel services and Materials/Services reflect the increases associated with the additional staff. Part of the increase in Materials and Services is by transferring those funds that were in Parole and Probation into the Support Division budget and the other part is the need for additional training and reimbursed travel expenses for the new staff.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Towing Ord Fees	500	400	500	300	(200)	- 40%
Revenue From Rled	136,748	187,937	195,450	251,490	56,040	28%
Weapon Permits	41,153	40,266	35,000	38,000	3,000	8%
Rev. Refunds & Reim.	442	486	100	100	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	20	0	0	0	0%
Sheriff Civil Fees	50,096	48,036	50,000	49,000	(1,000)	- 2%
Sheriff Alarm Fees	2,550	2,450	2,600	2,400	(200)	- 7%
Finger Prints	4,720	7,195	7,500	7,000	(500)	- 6%
Copy Fees	2,093	795	1,000	1,400	400	40%
Transfer from Parole & Probati	0	0	0	259,820	259,820	100%
General Fund Support	155,605	177,505	193,920	233,750	39,830	20%
Total Revenue:	**393,907**	**465,090**	**486,070**	**843,260**	**357,190**	**73%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	230,429	297,711	281,040	483,570	202,530	72%
Personnel Benefits	117,937	126,452	152,330	297,230	144,900	95%
Material & Supplies	45,542	40,927	52,700	62,460	9,760	18%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**393,907**	**465,090**	**486,070**	**843,260**	**357,190**	**73%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Support Div Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	3.50	4.50	4.53	8.00	3.47	76%
Accountant I	0.00	0.00	0.00	1.00	1.00	100%
Total Personnel:	**4.50**	**5.50**	**5.53**	**10.00**	**4.47**	**0%**

Measures

Unit of Measure Description	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Concealed handgun Permits Processed	530	707	881	845	976	900
Alarm Permits Processed	112	105	102	113	113	110
Warrants Entered	1340	1195	1393	1420	1250	1400
Civil Papers Processed	1836	1862	1604	1750	1656	1700

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Support Div Supervisor	82-1117	69,646	88,859	67,930	73,510	5,580	8%
Staff Assistant	82-1191	160,784	208,852	213,110	351,300	138,190	64%
Accountant I	82-1850	0	0	0	58,760	58,760	100%
Extra Help - A.S. III	82-1940	17,056	0	0	0	0	0%
Overtime	82-1945	2,151	1,382	1,000	3,000	2,000	200%
Performance Pay	82-1948	0	0	2,720	0	(2,720)	- 100%
F.I.C.A.	82-1950	18,237	22,211	21,880	37,410	15,530	70%
Retirement	82-1955	31,000	45,720	55,700	102,710	47,010	84%
Medical Waiver	82-1963	500	1,542	1,200	2,400	1,200	100%
Medical Insurance	82-1964	34,741	39,421	53,640	119,620	65,980	123%
Dental Insurance	82-1965	5,453	6,523	8,280	15,260	6,980	84%
HSA Contribution	82-1966	6,000	7,530	6,060	13,830	7,770	128%
Benefits Admin Fees	82-1967	82	87	90	90	0	0%
Life Insurance	82-1970	376	464	480	790	310	64%
Salary Continuation Insur	82-1972	461	518	540	830	290	53%
S.A.I.F.	82-1975	239	708	450	800	350	77%
Unemployment	82-1980	1,641	347	290	490	200	68%
Personnel Services Totals:		**348,366**	**424,163**	**433,370**	**780,800**	**347,430**	**80%**
Materials & Services							
Clothing And Uniform Exp.	82-2040	391	98	600	0	(600)	- 100%
Maintenance - Equipment	82-2260	99	14	1,000	1,000	0	0%
General Equipment	82-2268	0	0	1,000	1,000	0	0%
Employee Drug Screen	82-2302	0	40	40	100	60	150%
Membership Fees And Dues	82-2370	151	0	200	200	0	0%
Office Supplies	82-2410	8,578	9,859	7,000	8,000	1,000	14%
Awards	82-2412	30	164	500	1,000	500	100%
Books And Periodicals	82-2413	41	0	100	100	0	0%
Postage And Freight	82-2419	6,587	8,519	9,500	11,000	1,500	15%
Records And Forms	82-2422	2,794	2,898	3,000	4,000	1,000	33%
Printing And Reproduction	82-2425	12,779	8,744	13,000	14,500	1,500	11%
Photographic Supplies	82-2427	719	1,370	1,000	1,000	0	0%
Office Furniture & Equipment	82-2454	1,959	0	1,000	2,500	1,500	150%
Contractual Services	82-2471	3,371	5,214	7,500	7,500	0	0%
Publi. And Legal Notices	82-2600	433	609	600	600	0	0%
Fuel	82-2852	0	0	0	100	100	100%
Education And Training	82-2928	5,453	813	2,000	3,000	1,000	50%
Reimbursed Travel Expense	82-2930	1,661	1,928	4,000	6,200	2,200	55%
Utilities	82-2960	497	657	660	660	0	0%
Materials & Services Totals:		**45,542**	**40,927**	**52,700**	**62,460**	**9,760**	**18%**
Total Expenditures:		**393,907**	**465,090**	**486,070**	**843,260**	**357,190**	**1**

Sheriff Criminal Division

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Criminal Division is responsible for performing the operations function of the Sheriff's Office. Typical mandated tasks performed are the investigations of deaths, domestic violence and child abuse, extraditions and transportation of prisoners, witnesses, juveniles, mental patients, serving warrants, subpoenas, forcible entry detainers, summons and complaints, writs and other court orders and search and rescue. Examples of non-mandated services are law enforcement, emergency responses, response to traffic crashes, criminal complaints, criminal investigations, dispute resolution, traffic enforcement/deterrence and law enforcement patrols.

This budget also provides for the Reserve Deputy component of the Sheriff's Office. Reserves carry out contractual services for beach patrol, elections security and are used to augment the regular deputies for peak events. This budget accomplishes the search and rescue mandates through a core of approximately 50 volunteers who are skilled and/or certified in the art of mountaineering, ground search and dive/water rescue. The budget includes the operation and staffing of the Drug Task Force which had formerly been a separate budget.

The administration and supervision of the Drug Task Force, Marine Patrol and Forest Patrol are included in this budget.

Major Accomplishments

Increased simulation training including active shooter response to schools for all area law enforcement agencies.
Maintained adequate patrol presence when faced with up to seven vacancies due to long term illness, injury, retirement and openings.
Improved response times to calls even with reduced staffing by ensuring deputies were in assigned zones.

Performance Measures

Provide all staff with de-escalation training to improve outcomes in potential use of force incidents.
Continue to provide Critical Incident Training for all Criminal Deputies to improve interactions with those suffering from mental health crisis.
Fully staff the Criminal Division so that detectives and supervisor positions can be filled and response times can be reduced.

Improve timely information sharing with community members.

Budget Highlights

The Criminal Division will realize modest increased revenue primarily from the Rural Law Enforcement District's share of expenditures and an increase in the Timber Enforcement funds to cover the costs of the Timber Enforcement Deputy. There is a reduction in Forest Patrol and Beach Patrol due to our inability to find trained part time deputies to fill the seasonal position. The OHV grant is being discontinued so we realize a $15,000 reduction, however, that is being replaced by the transfer from the Timber Enforcement Fund.

Personnel Services realize approximately a 8% increase due to step, cost of living, retirement rate and medical insurance increases. The most significant is a 28% increase in the PERS rate from .2228 to .2668 of payroll. One change is the budgeting of 2 resident deputies versus 3 in prior years. This is due to the fact that there are only two deputies who are actual residents, the third deputy is assigned to the role but lives outside the district.

Material and Services realize a minor reduction of $400.00. One change is the addition of a towing line item which is due to a change in case law requiring more vehicle tows to secure storage for search warrants. Also after receiving public comment we have provided funds to remove abandoned trailers and recreation vehicles which comes at a cost of $700/$1,000 per tow. Local tow companies have refused to tow these vehicles for a couple of years and we were able to locate a vendor in Longview who is able to tow and recycle the units.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Sheriff Fines & Fees	28,364	35,144	28,000	28,000	0	0%
Revenue From Rled	2,058,894	2,218,957	2,428,840	2,544,140	115,300	4%
Timber State Enfrmt Fund Reven	66,900	74,160	90,410	127,890	37,480	41%
OHV Grant	25,135	16,487	25,000	0	(25,000)	- 100%
St. - Prisoner Transport	1,495	407	0	0	0	0%
Revenue Refunds & Reimbursemen	5,493	2,708	500	500	0	0%
Lease Revenue	5,161	4,860	5,000	5,200	200	4%
Donations From Trust	8,006	19,342	8,000	8,000	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	7,909	935	5,000	3,000	(2,000)	- 40%
Fees for Services	3,440	6,743	3,500	6,000	2,500	71%
Forest Patrol	11,557	0	0	0	0	0%
Beach Patrol	19,734	19,803	25,000	15,000	(10,000)	- 40%
Fort Steven's Park Patrol	0	0	0	0	0	0%
Anti Drug - Restitution	676	1,336	500	500	0	0%
Forfeiture - Anti-drug	566	316	0	500	500	100%
Transfer from Other Funds	0	0	0	0	0	0%
General Fund Support	1,146,168	1,220,315	1,454,360	1,613,840	159,480	10%
Total Revenue:	**3,389,495**	**3,621,510**	**4,074,110**	**4,352,570**	**278,460**	**6%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	1,608,048	1,710,794	1,874,710	1,990,460	115,750	6%
Personnel Benefits	1,071,302	1,185,512	1,416,010	1,579,120	163,110	11%
Material & Supplies	702,140	705,862	775,390	774,990	(400)	- 0%
Special Payments	8,006	19,342	8,000	8,000	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**3,389,495**	**3,621,510**	**4,074,110**	**4,352,570**	**278,460**	**6%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Sheriff	1.00	1.00	1.00	1.00	0.00	0%
Chief Deputy Sheriff	0.90	0.90	0.90	0.90	0.00	0%
Sergeant	4.00	4.00	4.00	4.00	0.00	0%
Special Detective	1.00	2.00	3.00	3.00	0.00	0%
Deputy Sheriff Senior II	6.00	7.00	6.00	5.00	(1.00)	- 16%
Deputy Sheriff Senior I	0.00	0.00	0.00	2.00	2.00	100%
Deputy Sheriff	7.00	6.00	6.00	6.00	0.00	0%
Resident Deputy	3.00	3.00	3.00	2.00	(1.00)	- 33%
Total Personnel:	**22.90**	**23.90**	**23.90**	**23.90**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Serve Civil Process	Count	1,710	1,684	1,599	1,613	1,548	1,600
Conduct Traffic Stops	Count	4,491	3,584	3,258	3,962	2,853	3,500
Conduct Field Interviews	Count	1,569	952	1,051	1,502	1,467	1,500
Arrest DUII Drivers	Count	56	65	71	58	61	60
Respond to Calls For Service	Count	15,803	14,006	13,945	14,469	13,128	14,500
Average Response Time in Minutes	Count	23	27	26	23	24	25

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Sheriff	82-1030	118,323	126,206	135,630	147,160	11,530	8%
Chief Deputy Sheriff	82-1110	96,139	106,080	108,810	118,250	9,440	8%
Sergeant	82-1116	314,214	327,978	349,950	375,310	25,360	7%
Special Detective	82-1177	67,752	105,024	232,000	249,460	17,460	7%
Deputy Sheriff Senior II	82-1515	363,045	420,158	457,580	414,010	(43,570)	- 9%
Deputy Sheriff Senior I	82-1516	0	0	0	152,230	152,230	100%
Deputy Sheriff	82-1520	530,185	510,235	394,760	386,440	(8,320)	- 2%
Resident Deputy	82-1521	118,390	115,114	195,980	147,600	(48,380)	- 24%
Extra Help - Dep. Sheriff	82-1915	46,912	34,142	70,000	70,000	0	0%
Overtime	82-1945	141,372	125,216	135,000	135,000	0	0%
Remuneration	82-1947	36,060	39,280	41,460	40,560	(900)	- 2%
Performance Pay	82-1948	0	0	9,670	0	(9,670)	- 100%
F.I.C.A.	82-1950	135,648	140,501	163,010	171,060	8,050	4%
Retirement	82-1955	284,165	372,854	416,430	533,010	116,580	28%
Medical Waiver	82-1963	300	0	0	0	0	0%
Medical Insurance	82-1964	303,169	350,027	435,540	477,390	41,850	9%
Dental Insurance	82-1965	36,037	38,729	42,710	45,450	2,740	6%
HSA Contribution	82-1966	42,633	41,967	45,300	41,800	(3,500)	- 7%
Benefits Admin Fees	82-1967	589	609	590	630	40	6%
Life Insurance	82-1970	1,601	1,626	1,650	1,620	(30)	- 1%
Salary Continuation Insur	82-1972	2,480	2,512	2,610	2,570	(40)	- 1%
S.A.I.F.	82-1975	31,204	34,971	49,910	57,800	7,890	15%
Unemployment	82-1980	9,132	3,079	2,130	2,230	100	4%
Personnel Services Totals:		**2,679,350**	**2,896,307**	**3,290,720**	**3,569,580**	**278,860**	**8%**
Materials & Services							
Equipment Reimbursement	82-2039	3,228	3,982	5,750	5,750	0	0%
Clothing And Uniform Exp.	82-2040	9,886	9,540	10,000	10,000	0	0%
Uniform Cleaning	82-2041	2,765	1,825	3,000	2,000	(1,000)	- 33%
Telephones	82-2070	44,066	47,210	50,000	50,000	0	0%
Canine Maintenance	82-2166	3,060	2,487	4,000	4,000	0	0%
Maintenance - Equipment	82-2260	3,977	2,929	3,000	3,300	300	10%
Maint. - Comm. Equipment	82-2262	19,491	22,920	20,500	20,000	(500)	- 2%
General Equipment	82-2268	7,120	9,568	10,000	10,000	0	0%
Employee Drug Screen	82-2302	160	80	100	100	0	0%
Membership Fees And Dues	82-2370	847	1,180	2,200	3,000	800	36%
Books And Periodicals	82-2413	260	189	1,000	1,000	0	0%
Photographic Supplies	82-2427	0	0	0	0	0	0%
Prof And Spec Services	82-2450	140	0	140	140	0	0%
Office Furniture & Equipment	82-2454	145	0	0	0	0	0%
Contractual Services	82-2471	357,403	355,604	380,000	385,000	5,000	1%
Physical Exams	82-2505	2,297	3,245	2,500	3,500	1,000	40%
Publi. And Legal Notices	82-2600	0	259	300	300	0	0%

Rts. & Lea. - S., I. & G.	82-2670	27,911	37,691	32,000	32,500	500	1%
Investigative Supplies	82-2770	10,846	9,378	9,500	6,000	(3,500)	- 36%
Patrol Supplies	82-2771	8,507	5,050	8,000	8,000	0	0%
Search And Rescue	82-2772	9,660	13,598	20,000	16,000	(4,000)	- 20%
Ammunition	82-2773	14,884	12,505	15,000	15,000	0	0%
Reserves Expense	82-2781	3,675	461	4,000	3,000	(1,000)	- 25%
Fuel - Vehicles	82-2852	852	72,011	80,000	80,000	0	0%
Vehicle Rental	82-2920	0	740	400	400	0	0%
Vehicle Maintenance & Use	82-2923	138,900	62,529	80,000	70,000	(10,000)	- 12%
Education And Training	82-2928	10,265	13,352	15,000	15,000	0	0%
Reimbursed Travel Expense	82-2930	21,794	17,529	19,000	19,000	0	0%
Towing	82-2940	0	0	0	12,000	12,000	100%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		**702,140**	**705,862**	**775,390**	**774,990**	**(400)**	**- 0%**
Special Payments							
Unallocated Donations	82-3141	8,006	19,342	8,000	8,000	0	0%
Special Payments Totals:		**8,006**	**19,342**	**8,000**	**8,000**	**0**	**0%**
Capital Outlay							
Police Cars	82-4216	0	0	0	0	0	0%
Misc Equipment Sheriff	82-4895	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**3,389,495**	**3,621,510**	**4,074,110**	**4,352,570**	**278,460**	**1**

Sheriff Corrections Division

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Corrections Division is responsible for the operation of the 60 bed County Jail. Operations include booking, lodging, confinement and feeding approximately 2,500 inmates that are booked on an annual basis. The county jail houses every classification of offender ranging from violators of traffic crimes to murderers. Typical duties include receiving an arrestee from any of the federal, state or local law enforcement agencies. Booking an arrestee is a process that requires positively identifying the arrestee, fingerprinting and photographing them, receiving and securing all of their property, conducting a risk classification and performing a medical profile. Staff is then responsible for assuring appearances in court and transporting inmates to and from medical appointments. Inmates length of stay can range from just a few hours to in excess of two years.

Staff are required to track inmate progress through the court system and make release decisions based on risk analysis due to over crowding. Staff also provide for the Court Security Deputy who is responsible for protecting the courts and the courthouse proper. The division is responsible for confirming all warrant requests from outside agencies and monitors the Oregon Emergency Management Disaster Alert System.

Major Accomplishments

Implementation of Lexipol Daily Training Bulletins
43.5% reduction of forced releases.
Improvement in court appearance rate.
Passed Oregon Jail Inspection
Prevailed in Civil Suit brought by former inmate.
Active in assisting other counties develop pretrial release programs: Lincoln, Clackamas, Klamath
Hiring of new mental health counselor. She has been a wonderful addition to the team and the inmates are realizing value.
Collaboration with State Courts to fast track court appearances for special needs/mental health inmates.
Trained all court staff in "A.L.I.C.E.," an active shooter response training program

Performance Measures

Continue development of Pretrial Release program with focus on improving court appearance rate.
Continue to collaborate with other counties developing pretrial release programs.
Implementation of new "PTO" field training program.
Hire and train new staff in preparation of opening new jail.

Budget Highlights

Personnel costs increases reflect transfer of one FTE from work crew to corrections division and hiring two new deputies in January 2020 in preparation for the new jail. Current staff receive negotiated increases per union contracts as well as cost increases associated with PERS (28% increase) and health insurance (10% increase). Material and Services realized an increase attributed to modest increases to food and contractual service costs and the Materials and Services costs of the work crew program.

Revenue has increased by $438,000 with $400,000 of it coming from the 30% of the new transient room tax. The remainder is state funds that had gone into the Work Crew budget are now directed to the Corrections Division.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Office of Justice Programs	8,090	0	0	0	0	0%
Social Security Inmate Fee	4,000	1,800	1,000	2,400	1,400	140%
P&P Jail Bed Lease	0	0	200,000	200,000	0	0%
Co. Jail Inmate Fees	1,800	2,575	2,000	2,000	0	0%
Community Corrections Revenue	39,750	21,250	20,000	22,000	2,000	10%
Corrections Prog Sb1065	35,927	35,444	30,000	60,000	30,000	100%
St. - Prisoner Transport	825	361	800	800	0	0%
SB 395	30,208	9,356	7,500	10,000	2,500	33%
Rm Tax - Jail Operations	0	0	0	400,000	400,000	100%
Rev. Refunds & Reim.	121	27	0	0	0	0%
Rev Courthouse Security	63,610	58,010	64,750	67,810	3,060	4%
Revenue From Jail Commissary	0	866	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	1,646	500	0	0	0	0%
Electronic Monitoring	12,927	13,450	11,000	11,000	0	0%
Finger Prints	4,735	660	750	250	(500)	- 66%
Transfer from Parole & Probati	0	125,000	129,500	129,500	0	0%
General Fund Support	2,622,506	2,590,951	2,919,530	2,988,370	68,840	2%
Total Revenue:	**2,826,146**	**2,860,250**	**3,386,830**	**3,894,130**	**507,300**	**14%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	1,561,614	1,575,471	1,793,110	2,017,710	224,600	12%
Personnel Benefits	922,136	1,001,779	1,276,570	1,538,470	261,900	20%
Material & Supplies	342,396	283,000	317,150	337,950	20,800	6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**2,826,146**	**2,860,250**	**3,386,830**	**3,894,130**	**507,300**	**14%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Lieutenant	1.00	1.00	1.00	1.00	0.00	0%
Sergeant	4.00	4.00	4.00	4.00	0.00	0%
Deputy Sheriff Senior II	10.00	7.00	8.00	6.00	(2.00)	- 25%
Deputy Sheriff Senior I	0.00	0.00	0.00	2.00	2.00	100%
Deputy Sheriff	7.00	11.00	11.00	14.00	3.00	27%
Control Room Tech.	2.00	2.00	2.00	2.00	0.00	0%
Total Personnel:	**24.00**	**25.00**	**26.00**	**29.00**	**3.00**	**11%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Completed bookings	Count	2,387	1,034	1,601	2,450	2,400	2,400
Civilian Fingerprints	Count	655	315	270	50	22	25
Cell Searches	Count	37	58	49	60	70	70
Program Hours	Count	288	312	277	300	390	400
Inmate to Inmate Assaults	Count	0	5	4	10	20	10
Escapes	Count	0	0	0	0	0	0
Inmate to Staff Assaults	Count	0	2	1	2	2	2
Matrix Releases	Count	360	374	522	450	327	300

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Lieutenant	82-1113	90,906	93,075	100,170	108,860	8,690	8%
Sergeant	82-1116	307,795	325,774	349,950	380,310	30,360	8%
Deputy Sheriff Senior II	82-1515	509,345	491,757	615,740	500,890	(114,850)	- 18%
Deputy Sheriff Senior I	82-1516	0	0	0	146,370	146,370	100%
Deputy Sheriff	82-1520	551,756	585,091	644,150	792,840	148,690	23%
Control Room Tech.	82-1530	101,812	79,774	83,100	88,440	5,340	6%
Extra Help - Dep. Sheriff	82-1915	21,410	16,365	10,000	10,000	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	84,817	58,285	120,000	120,000	0	0%
Remuneration	82-1947	25,300	25,000	28,800	28,800	0	0%
Performance Pay	82-1948	0	3,258	4,010	0	(4,010)	- 100%
F.I.C.A.	82-1950	124,545	122,843	149,630	166,500	16,870	11%
Retirement	82-1955	251,608	311,220	380,150	518,510	138,360	36%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	295,300	344,319	440,960	523,760	82,800	18%
Dental Insurance	82-1965	33,996	37,079	42,150	52,380	10,230	24%
HSA Contribution	82-1966	42,500	46,167	47,000	52,670	5,670	12%
Benefits Admin Fees	82-1967	586	622	600	640	40	6%
Life Insurance	82-1970	1,595	1,628	1,700	1,870	170	10%
Salary Continuation Insur	82-1972	2,385	2,448	2,450	2,740	290	11%
S.A.I.F.	82-1975	28,790	30,540	47,160	58,420	11,260	23%
Unemployment	82-1980	9,304	2,005	1,960	2,180	220	11%
Personnel Services Totals:		**2,483,750**	**2,577,250**	**3,069,680**	**3,556,180**	**486,500**	**15%**
Materials & Services							
Equipment Reimbursement	82-2039	3,661	4,246	5,750	7,250	1,500	26%
Clothing And Uniform Exp.	82-2040	11,499	4,053	15,000	15,000	0	0%
Uniform Cleaning	82-2041	5,076	5,342	5,000	5,500	500	10%
Telephones	82-2070	8,276	5,978	7,000	7,300	300	4%
Jail Supplies	82-2162	13,635	16,351	15,500	15,500	0	0%
Maintenance - Equipment	82-2260	5,586	2,484	6,000	7,000	1,000	16%
General Equipment	82-2268	9,957	10,701	10,500	10,500	0	0%
Employee Drug Screen	82-2302	200	0	200	200	0	0%
Membership Fees And Dues	82-2370	1,412	2,002	3,700	3,700	0	0%
Books And Periodicals	82-2413	0	160	500	500	0	0%
Printing And Reproduction	82-2425	0	0	0	0	0	0%
Justice Benefits	82-2460	1,780	0	0	0	0	0%
Contractual Services	82-2471	159,841	171,656	175,000	188,000	13,000	7%
Contract Srvcs/Mental Health	82-2484	5,839	6,169	15,000	15,000	0	0%
Physical Exams	82-2505	525	3,278	2,500	2,500	0	0%
Cognitive Treatment Svcs	82-2523	0	0	0	0	0	0%
Jail Beds Lease	82-2635	79,255	0	0	0	0	0%
Commissary Supplies	82-2768	0	5	0	0	0	0%

Work Crew Supplies	82-2769	0	0	0	500	500	100%
Fuel - Equipment	82-2851	0	0	0	500	500	100%
Fuel - Vehicles	82-2852	136	10,742	9,500	11,000	1,500	15%
Vehicle Rental	82-2920	0	681	500	500	0	0%
Vehicle Maintenance & Use	82-2923	14,137	6,045	8,500	10,500	2,000	23%
Education And Training	82-2928	3,843	8,205	7,000	7,000	0	0%
Reimbursed Travel Expense	82-2930	10,907	13,286	15,000	15,000	0	0%
Electric Monitoring	82-3079	6,831	11,615	15,000	15,000	0	0%
Materials & Services Totals:		**342,396**	**283,000**	**317,150**	**337,950**	**20,800**	**6%**
Capital Outlay							
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**2,826,146**	**2,860,250**	**3,386,830**	**3,894,130**	**507,300**	**1**

Jail Nurse

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Sheriff's Office Corrections Division manages the medical services for the jail. This organizational unit accounts for the provision of nursing services, including the administration of medical and pharmaceutical supplies to the County Jail. The services are overseen by the County Health Officer, the cost of which is accounted for in the contract personnel line item.

Major Accomplishments

Implementation of telepsychiatry program to provide additional care to inmates with mental health challenges.
Maintained reduced dependence on deputies dispersing medications.
Maintained reduction in off site medical services.
Implementation of medical savings program agreement.

Performance Measures

Maintain level of reduced dependence on deputies dispersing medications.
Maintain lower level of off site medical services.
Maintain current practice of health appraisal prior to entry into the facility.

Budget Highlights

This is a status quo budget with no increases to materials and services. Personnel services increases are due to standard salary step increases, as well as increases in PERS rates and health insurance.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Co. Jail Inmate Fees	8,523	9,992	7,000	7,000	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
General Fund Support	249,397	327,376	429,540	463,340	33,800	7%
Total Revenue:	**257,920**	**337,368**	**436,540**	**470,340**	**33,800**	**7%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	116,399	129,520	139,510	151,570	12,060	8%
Personnel Benefits	55,187	67,211	85,730	107,470	21,740	25%
Material & Supplies	86,334	140,637	211,300	211,300	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**257,920**	**337,368**	**436,540**	**470,340**	**33,800**	**7%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Health Nurse II	1.00	2.00	2.00	2.00	0.00	0%
Total Personnel:	**1.00**	**2.00**	**2.00**	**2.00**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Reduce number of medical grievances	Count	4	5	2	1	3	2
Maintain Overtime at or below	Count	3,042	2,637	4,500	6,620	8,549	10,000
Provide Mental Health Counseling	Count	100	67	100	100	160	200
Provide TB Tests	Count	298	140	720	240	288	200
Provide formalized medical screening	Count	145	53	240	84	170	120

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Health Nurse I	82-1207	0	0	0	0	0	0%
Public Health Nurse II	82-1209	116,399	129,520	139,510	151,570	12,060	8%
Extra Help Chn I	82-1905	630	0	0	0	0	0%
Overtime	82-1945	5,918	6,618	10,000	10,000	0	0%
F.I.C.A.	82-1950	9,049	9,968	11,440	12,360	920	8%
Retirement	82-1955	8,920	10,815	20,320	29,240	8,920	43%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	22,252	31,017	35,650	46,300	10,650	29%
Dental Insurance	82-1965	2,444	3,129	3,280	4,510	1,230	37%
HSA Contribution	82-1966	4,500	4,833	4,000	4,000	0	0%
Benefits Admin Fees	82-1967	45	46	50	50	0	0%
Life/AD&D Insurance	82-1970	195	222	200	200	0	0%
Salary Continuation Insur	82-1972	126	144	140	140	0	0%
S.A.I.F.	82-1975	311	253	500	510	10	2%
Unemployment	82-1980	797	165	150	160	10	6%
Personnel Services Totals:		**171,586**	**196,732**	**225,240**	**259,040**	**33,800**	**15%**
Materials & Services							
License And Permit Fees	82-2240	275	283	500	500	0	0%
Med., Dent., & Lab Supp.	82-2340	1,457	0	0	0	0	0%
Medical Supplies	82-2345	2,955	3,281	4,500	4,500	0	0%
Pharmacy	82-2347	29,523	59,018	75,000	75,000	0	0%
Printing And Reproduction	82-2425	57	0	200	200	0	0%
Contract Personnel	82-2470	29,452	31,704	33,600	33,600	0	0%
Contractual Services	82-2471	0	0	15,000	15,000	0	0%
Med., Dent., & Lab Ser.	82-2504	22,444	45,040	78,000	78,000	0	0%
Fuel	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	172	985	1,500	1,500	0	0%
Reimbursed Travel Expense	82-2930	0	326	3,000	3,000	0	0%
Materials & Services Totals:		**86,334**	**140,637**	**211,300**	**211,300**	**0**	**0%**
Total Expenditures:		**257,920**	**337,368**	**436,540**	**470,340**	**33,800**	**1**

Corrections Workcrew

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Inmate Work Crew supervises offenders on alternative sanctions to incarceration and trustees in custody. The program operates four days a week with offenders who have been released from incarceration, assigned by Parole and Probation or who have been sentenced directly to the Work Crew. Inmates, under the supervision of an armed and certified corrections deputy perform work which benefits the public. Such work may include but not limited to clearing brush, maintaining parks, fences, lawns, roadways and other county and public facilities. They also make firewood for seniors and other qualified people as administered by Clatsop Community Action. The Inmate Work Crew also performs maintenance and cleanup for the Fairgrounds and public events. The Inmate Work Crew provides many hours of community service labor per year.

Budget Highlights

The proposed budget provides the ability to maintain the facilities and equipment over the next year, while providing the opportunity for some limited deployments of a work crew for special events or functions. The work crew is currently inactive. When it was running this year, the courts and parole and probation didn't have enough candidates sentenced to the program to field crews reliably. This is due in part to changes in sentencing and the composition inmates in our custody.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Community Corrections Revenue	150	0	1,500	0	(1,500)	- 100%
Corrections Prog Sb1065	35,860	35,444	27,500	0	(27,500)	- 100%
Rev. Refunds & Reim.	0	9	0	0	0	0%
Miscellaneous Revenue	0	56	0	0	0	0%
Work Crew	935	913	2,000	0	(2,000)	- 100%
Wood Sales	0	0	1,000	0	(1,000)	- 100%
Miscellaneous Services	893	2,130	1,000	0	(1,000)	- 100%
General Fund Support	186,924	174,575	97,590	0	(97,590)	- 100%
Total Revenue:	**224,762**	**213,127**	**130,590**	**0**	**(130,590)**	**- 100%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	129,904	130,036	67,070	0	(67,070)	- 100%
Personnel Benefits	88,439	78,162	38,970	0	(38,970)	- 100%
Material & Supplies	6,418	4,929	24,550	0	(24,550)	- 100%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**224,762**	**213,127**	**130,590**	**0**	**(130,590)**	**- 100%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Deputy Sheriff Senior II	1.00	2.00	1.00	0.00	(1.00)	- 100%
Deputy Sheriff	1.00	0.00	0.00	0.00	0.00	0%
Total Personnel:	**2.00**	**2.00**	**1.00**	**0.00**	**(1.00)**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Inmate Hours provided to B&G	Count	49	4	0	0	0	0
Inmate hours to inter-government agencies	Count	1,063	0	0	100	50	0
Truckloads of wood sold	Count	102	89	0	0	50	30
SAIF Claims	Count	0	0	0	1	0	0
Unautorized Departures	Count	45	20	0	5	0	0
Inmate Hours Spent on Contracts	Count	1,201	0	0	75	0	0
Inmate Hours spent on public	Count	3,375	0	0	0	10	0

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Deputy Sheriff Senior II	82-1515	119,677	66,979	67,070	0	(67,070)	- 100%
Deputy Sheriff Senior I	82-1516	0	0	0	0	0	0%
Deputy Sheriff	82-1520	10,227	63,057	0	0	0	0%
Overtime	82-1945	12,799	8,294	7,200	0	(7,200)	- 100%
Remuneration	82-1947	2,200	1,200	1,200	0	(1,200)	- 100%
F.I.C.A.	82-1950	10,366	10,334	5,770	0	(5,770)	- 100%
Retirement	82-1955	21,824	25,596	14,140	0	(14,140)	- 100%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	30,447	24,107	7,040	0	(7,040)	- 100%
Dental Insurance	82-1965	3,501	2,522	650	0	(650)	- 100%
HSA Contribution	82-1966	4,000	3,000	1,000	0	(1,000)	- 100%
Benefits Admin Fees	82-1967	34	53	50	0	(50)	- 100%
Life/AD&D Insurance	82-1970	113	113	60	0	(60)	- 100%
Salary Continuation Insur	82-1972	144	144	70	0	(70)	- 100%
S.A.I.F.	82-1975	2,414	2,625	1,710	0	(1,710)	- 100%
Unemployment	82-1980	599	174	80	0	(80)	- 100%
Personnel Services Totals:		**218,343**	**208,198**	**106,040**	**0**	**(106,040)**	**0%**
Materials & Services							
Equipment Reimbursement	82-2039	0	0	250	0	(250)	- 100%
Clothing And Uniform Exp.	82-2040	135	0	1,000	0	(1,000)	- 100%
Telephones	82-2070	572	66	500	0	(500)	- 100%
Maintenance - Equipment	82-2260	4,500	461	5,000	0	(5,000)	- 100%
Maintenance S.I.G.	82-2300	0	0	800	0	(800)	- 100%
Work Crew Supplies	82-2769	729	1,134	4,000	0	(4,000)	- 100%
Fuel - Equipment	82-2851	0	0	1,000	0	(1,000)	- 100%
Fuel - Vehicles	82-2852	0	31	3,000	0	(3,000)	- 100%
Vehicle Maintenance & Use	82-2923	483	3,013	7,000	0	(7,000)	- 100%
Education And Training	82-2928	0	225	500	0	(500)	- 100%
Reimbursed Travel Expense	82-2930	0	0	1,500	0	(1,500)	- 100%
Materials & Services Totals:		**6,418**	**4,929**	**24,550**	**0**	**(24,550)**	**0%**
Total Expenditures:		**224,762**	**213,127**	**130,590**	**0**	**(130,590)**	**(1)**

Emergency Management

Mission Statement

To promote a culture of preparedness in Clatsop County by providing dynamic leadership. The vision of the Emergency Management Division (EMD) is to achieve a premier disaster-resilient County prepared to meet the challenges of the 21st Century through strong partnerships, increased awareness and advanced training.

Department Overview

As a county emergency management agency on the Oregon Coast, we maintain responsibility for a breadth of planning efforts, facilitation of various appointed and volunteer committees, public outreach and education focusing on an all-hazards approach (though of late, often focused on the Cascadia Subduction Zone), grant management and operating the County EOC. In FY18-19, the EM department additionally assumed responsibility for the County's public health emergency preparedness program, which serves to advance six main areas of preparedness so state and local systems are better prepared for emergencies that impact the public's health.

Major Accomplishments

- Facilitated and participated in 10 emergency planning exercises for public health & community partners
- Worked with partner agencies to review, enhance and increase users of the mass notification system
- Facilitated update of the Ambulance Service Area (ASA) Plan with the ASAA Committee
- Developed and exercised a damage assessment program for the Community Emergency Response Teams (CERT)
- Collaborated with Cities and Special Districts to submit countywide SPIRE Grant Application
- Commenced Natural Hazards Mitigation Plan update, incorporating 10 new Special Districts (DLCD Grant)
- Updated Emergency Support Function 8 of the EOP (PH, Environmental Health, Mass Care, EMS and CBH)
- Executed private sector contract for Mass Care Services-- the first in Oregon
- Conducted assessments of beach landing sites and a community event with Oregon Military Dept and Navy
- Implemented regularly scheduled City/County emergency preparedness meetings
- Provided EOC mutual aid support to Josephine/Jackson Counties during the 2018 Garner Complex Fire
- Completed initial Continuity of Government/Operations (COOP/COG) planning for county departments (State Grant)
- Hosted fifth annual fall Basic CERT Training & Exercise at Camp Kiwanilong
- Finalized County Auxiliary Communications Service plan
- Created opportunities for volunteers to provide administrative support during daily operations
- Kicked off final phase of the tsunami evacuation wayfinding sign system (NTHMP Grant)
- Performed final edits with participating jurisdictions to the countywide Mass Care Plan (Homeland Security Grant)
- Implemented volunteer credentialing system for volunteers and other emergency staff (Homeland Security Grant)
- Created call center capabilities to address surge periods which occur during emergencies
- Secured/administered Homeland Security Grants for Warrenton & Gearhart (Sirens & EOP Updates)

Performance Measures

This will be the fifth year using updated performance measures to reflect how the Emergency Management Division (EMD) aligns activities to support Board, department and community goals. The department continues to look for new ways to promote public engagement in an effort to increase awareness regarding emergency preparedness, and in FY19-20, it will analyze current metrics to ensure relevance, alignment and accurate refelction of the identified activities and strategic priorities.

Budget Highlights

We continue to use contractual services to augment our program by outsourcing important projects and activities such as projects like Continuity of Operations Planning, Tsunami Wayfinding system development and public outreach presentations.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Homeland Security Grant	0	0	30,000	0	(30,000)	- 100%
FEMA Reimbursement	795	0	0	1,400	1,400	100%
EMPG	85,794	80,742	72,750	72,750	0	0%
Revenue from Emerg. Preparedne	0	0	0	0	0	0%
National Tsunami Hazard Mitiga	0	0	0	0	0	0%
LEPC Grant	0	0	0	0	0	0%
Employee Go-Kits	0	1,175	0	0	0	0%
Rev. Refunds & Reim.	6,633	2,691	1,400	0	(1,400)	- 100%
Miscellaneous Revenue	0	0	0	0	0	0%
Fees for Services to other Dep	0	48,203	31,950	58,290	26,340	82%
Fees for Services	0	0	0	0	0	0%
General Fund Support	187,743	147,382	180,480	325,470	144,990	80%
Total Revenue:	**280,965**	**280,193**	**316,580**	**457,910**	**141,330**	**44%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	168,040	147,883	153,660	208,490	54,830	35%
Personnel Benefits	52,911	50,402	67,220	144,860	77,640	115%
Material & Supplies	60,014	81,909	95,700	104,560	8,860	9%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**280,965**	**280,193**	**316,580**	**457,910**	**141,330**	**44%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Administrative Assistant	0.00	0.00	0.00	1.00	1.00	100%
Emergency Svc Manager	1.00	1.00	1.00	1.00	0.00	0%
Emergency Svc Coordinator	1.20	1.00	1.00	1.00	0.00	0%
Network Administrator	0.11	0.00	0.00	0.00	0.00	0%
Total Personnel:	**2.31**	**2.00**	**2.00**	**3.00**	**1.00**	**0%**

Measures

Unit of Measure Description	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Public Employees Trained	105	151	72	80	40	
Volunteers Trained	134	253	300	86	59	
Outreach Programs Delivered	24	18	60	46	18	
Volunteer Hours Contributed	400	635	900	738	1500	
AuxComm Radio Tests & Exercises	25	30	18	21	18	
Trainings Conducted	16	8	12	6	3	
Number of Exercises or Actual Occurences	12	6	7	8	15	
Press Releases/Advertisements	50	17	24	18	15	
Number of Facebook Posts	32	56	112	132	150	
Plan Reviews Performed	7	9	4	4	8	

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Administrative Assistant	82-1118	0	0	0	42,120	42,120	100%
Emergency Svc Manager	82-1124	74,841	80,750	83,560	90,170	6,610	7%
Emergency Svc Coordinator	82-1125	86,230	67,133	70,100	76,200	6,100	8%
Network Administrator	82-1390	6,969	0	0	0	0	0%
Overtime	82-1945	224	376	0	0	0	0%
Performance Pay	82-1948	0	0	3,340	0	(3,340)	- 100%
F.I.C.A.	82-1950	12,208	11,211	12,190	15,950	3,760	30%
Retirement	82-1955	20,559	17,435	21,660	41,350	19,690	90%
Medical Waiver	82-1963	2,400	2,400	2,400	0	(2,400)	- 100%
Medical Insurance	82-1964	11,344	13,680	20,670	69,450	48,780	235%
Dental Insurance	82-1965	1,184	1,433	1,990	6,770	4,780	240%
HSA Contribution	82-1966	1,120	2,250	2,000	6,000	4,000	200%
Benefits Admin Fees	82-1967	48	56	60	60	0	0%
Life Insurance	82-1970	321	203	200	280	80	40%
Salary Continuation Insur	82-1972	456	364	430	500	70	16%
S.A.I.F.	82-1975	2,114	823	2,120	4,290	2,170	102%
Unemployment	82-1980	933	171	160	210	50	31%
Personnel Services Totals:		**220,951**	**198,284**	**220,880**	**353,350**	**132,470**	**59%**
Materials & Services							
Telephones	82-2070	7,737	8,979	8,000	8,000	0	0%
Telephone Notification Support	82-2072	11,804	13,721	17,060	17,020	(40)	- 0%
Television Cable	82-2075	0	41	0	0	0	0%
EOC Utilities	82-2132	3,588	2,909	4,000	4,000	0	0%
Meals Volunteer Workers	82-2135	883	933	1,200	1,200	0	0%
Emerg Serv Supplies	82-2164	800	580	2,000	4,000	2,000	100%
Maintenance - Equipment	82-2260	1,984	0	500	2,500	2,000	400%
Amateur Radios	82-2264	2,267	1,244	2,000	2,000	0	0%
Software Maintenance	82-2265	100	0	900	900	0	0%
General Equipment	82-2268	6,409	7,533	5,000	5,000	0	0%
Membership Fees And Dues	82-2370	290	300	580	400	(180)	- 31%
Office Supplies	82-2410	281	1,062	1,000	1,100	100	10%
Books And Periodicals	82-2413	294	10	400	400	0	0%
Postage And Freight	82-2419	243	135	300	300	0	0%
Printing And Reproduction	82-2425	6,088	5,758	6,970	6,000	(970)	- 13%
Prof And Spec Services	82-2450	1,764	0	1,000	1,000	0	0%
PC Equipment	82-2455	479	320	0	0	0	0%
Contractual Services	82-2471	3,302	30,400	32,400	39,260	6,860	21%
Emerg Training Exercises	82-2779	1,432	1,119	2,000	2,390	390	19%
Fuel - Vehicles	82-2852	0	1,555	1,090	1,090	0	0%
Signs	82-2856	1,701	0	2,000	0	(2,000)	- 100%
Vehicle Rental	82-2920	0	0	400	0	(400)	- 100%
Vehicle Maintenance	82-2923	2,666	978	1,600	1,600	0	0%

Education And Training	82-2928	0	1,355	1,400	1,400	0	0%
Reimbursed Travel Expense	82-2930	5,902	2,979	3,900	5,000	1,100	28%
Materials & Services Totals:		**60,014**	**81,909**	**95,700**	**104,560**	**8,860**	**9%**
Capital Outlay							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**280,965**	**280,193**	**316,580**	**457,910**	**141,330**	**1**

Animal Control

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

Animal Control is primarily responsible for ensuring that dog owners comply with state rabies vaccination laws. For example, dog owners are required to license their dog and at the time of licensing purchasers must provide proof of current rabies vaccination. This division maintains the Clatsop County Animal Shelter which houses dogs in violation of state or local laws, are stray or are victims of abuse or neglect. Animal Control officers investigate cruelty or neglect cases, seize animals at risk, maintain custody of abused animals for evidence and to render proper care. Officers also quarantine dogs that bite human beings if the dog owner is unable to provide proof of rabies vaccination. The Animal Control Division investigates complaints in regards to animals in rural Clatsop County.

Major Accomplishments

Added outside walking runs for volunteers to walk dogs without interaction with public.
Created an overflow area for sick animals with separate ventilation from the general ventilation system
Maintained another year of successful adoption rates above 90%, year to date is 95%.

Performance Measures

Work with local municipalities to help train Officers to understand and enforce animal control in the cities.
Improve animal neglect and abuse cases by coordinating with Sheriff's Office Criminal Division.
Increase patrols into rural areas for education and safety of citizens
Increase assistance to the Criminal Division in conducting livestock cruelty investigations.

Budget Highlights

The budget is reflects budgeting for three part time kennel workers in the Personnel Services along with a line item in Materials and Supplies for Contractual Services. Finding a third permanent worker has been problematic. If a permanent is found then there will be savings in the Contractual Services line item and if one is not found the savings will be in the Personnel Services line item.

The budget realizes an increase in the Med., Dent. and Lab line item for pre exposure rabies vaccines for the field staff. This is a one time cost and will not be in future budgets unless staff is changed.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Other Fines, Pen. & Forf.	60	576	100	100	0	0%
Animal Control - Cities	60	0	0	0	0	0%
Dog Licenses	28,511	29,387	27,000	28,000	1,000	3%
License Deposits	0	45	0	0	0	0%
Intake Donations	0	75	0	0	0	0%
Shelter Food Donations	3,689	10,922	10,000	8,000	(2,000)	- 20%
Shelter Medical Donations	4,000	1,170	100	100	0	0%
Shelter Volunteers Donations	0	0	0	0	0	0%
Rev. Refunds & Reim.	128	0	0	0	0	0%
Miscellaneous Revenue	0	8	0	0	0	0%
Public Records Request	0	123	50	50	0	0%
Owner Release Fines	2,815	3,530	3,000	2,800	(200)	- 6%
City Impound Fees	200	400	300	100	(200)	- 66%
Dogs Board/sale/penalties	12,870	15,175	12,000	12,000	0	0%
Incinerator Revenue	29,023	27,835	23,000	26,000	3,000	13%
Cats	11,715	10,665	12,000	12,000	0	0%
Spay/Neuter/Microchip	(5)	0	0	0	0	0%
Cat penalties/boarding	200	30	100	100	0	0%
Dog Adoptions	10,065	11,855	13,000	12,000	(1,000)	- 7%
Trap Rental	215	85	150	150	0	0%
General Fund Support	244,456	256,031	337,010	381,410	44,400	13%
Total Revenue:	**348,001**	**367,911**	**437,810**	**482,810**	**45,000**	**10%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	147,889	155,215	200,050	232,920	32,870	16%
Personnel Benefits	66,627	76,346	122,180	139,530	17,350	14%
Material & Supplies	133,485	136,351	115,580	110,360	(5,220)	- 4%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**348,001**	**367,911**	**437,810**	**482,810**	**45,000**	**10%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Animal Control Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.00	1.00	1.00	1.00	0.00	0%
Animal Control Officer	1.00	1.00	1.00	1.00	0.00	0%
Kennel Person	0.00	0.00	1.00	1.50	0.50	50%
Total Personnel:	**3.00**	**3.00**	**4.00**	**4.50**	**0.50**	**12%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Animals Adopted	Count	515	673	516	503	505	550
Criminal cases investigated	Count	230	232	144	171	182	200
# of dog licenses per year	Count	1,423	1,400	1,300	1,430	1,440	1,450
Avg length of stay at shelter in days	Count	46	43	37	33	31	29
Avg response time in hours	Count	12	12	12	12	12	12
Avg # of animals euthanized/monthly	Count	1	2	1	2	2	2

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Animal Control Supervisor	82-1160	62,611	64,518	69,140	75,140	6,000	8%
Staff Assistant	82-1191	46,091	47,087	48,260	49,950	1,690	3%
Animal Control Officer	82-1670	39,187	43,610	46,920	50,990	4,070	8%
Kennel Person	82-1680	0	0	35,730	56,840	21,110	59%
Overtime	82-1945	868	1,393	2,800	2,800	0	0%
F.I.C.A.	82-1950	10,843	11,428	15,520	18,030	2,510	16%
Retirement	82-1955	13,883	21,247	30,670	44,250	13,580	44%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	28,456	32,196	57,670	56,980	(690)	- 1%
Dental Insurance	82-1965	2,949	3,076	5,210	5,520	310	5%
HSA Contribution	82-1966	5,333	5,000	7,000	7,000	0	0%
Benefits Admin Fees	82-1967	52	53	50	60	10	20%
Life Insurance	82-1970	262	262	410	480	70	17%
Salary Continuation Insur	82-1972	332	335	420	470	50	11%
S.A.I.F.	82-1975	2,586	1,166	2,230	3,700	1,470	65%
Unemployment	82-1980	1,061	190	200	240	40	20%
Personnel Services Totals:		**214,516**	**231,561**	**322,230**	**372,450**	**50,220**	**15%**
Materials & Services							
Clothing And Uniform Exp.	82-2040	754	681	700	700	0	0%
Telephones	82-2070	4,687	4,375	4,700	4,500	(200)	- 4%
Custodial Services - Animal Sh	82-2155	6,619	6,048	7,500	8,570	1,070	14%
Custodial Supplies - Animal Sh	82-2156	840	764	1,000	1,100	100	10%
License And Permit Fees	82-2240	580	457	650	650	0	0%
Maintenance - Equipment	82-2260	8	5	200	200	0	0%
Software Maintenance	82-2265	2,395	2,395	2,400	2,400	0	0%
Alarm Monitoring	82-2272	0	0	0	0	0	0%
Animal Control Maint. S.I.G.	82-2303	4,137	6,317	4,500	4,500	0	0%
Membership Fees And Dues	82-2370	175	175	210	220	10	4%
Office Supplies	82-2410	400	326	500	500	0	0%
Books And Periodicals	82-2413	135	135	220	220	0	0%
Postage And Freight	82-2419	829	956	1,000	1,000	0	0%
Records And Forms	82-2422	0	0	200	200	0	0%
Printing And Reproduction	82-2425	2,485	2,984	3,000	3,000	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	56,159	56,693	30,000	15,000	(15,000)	- 50%
Med., Dent., & Lab Ser.	82-2504	583	518	500	3,100	2,600	520%
Neuter/Spay	82-2760	0	20	0	0	0	0%
Shelter Food	82-2765	3,689	10,922	10,000	8,000	(2,000)	- 20%
Shelter Medical	82-2766	4,000	1,070	100	100	0	0%
Pound Supplies	82-2810	416	877	1,000	1,000	0	0%
Euthanasia Supplies	82-2811	0	0	200	200	0	0%
Fuel - Vehicles	82-2852	0	1,829	2,500	4,300	1,800	72%

Vehicle Maintenance & Use	82-2923	3,007	897	3,000	3,000	0	0%
Education And Training	82-2928	1,333	614	1,500	1,700	200	13%
Reimbursed Travel Expense	82-2930	1,550	1,720	5,000	5,200	200	4%
Utilities Animal Control	82-2963	38,705	35,573	35,000	41,000	6,000	17%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		**133,485**	**136,351**	**115,580**	**110,360**	**(5,220)**	**- 4%**
Total Expenditures:		**348,001**	**367,911**	**437,810**	**482,810**	**45,000**	**1**

Animal Shelter Enhance.

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Animal Shelter Enhancement fund receives and appropriates funds donated by the public for Animal Shelter adoption enhancement and capital projects in accordance with a resolution adopted by the Clatsop County Board of Commissioners.

Budget Highlights

This is a status quo budget with no new programs or significant increased expenditures.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	146,337	326,831	317,660	317,340	(320)	- 0%
Interest On Investments	1,736	5,707	5,500	5,700	200	3%
Spay/Neuter/Microchip	10,265	10,875	10,000	11,000	1,000	10%
Medication Administered	145	569	600	600	0	0%
Rev. Refunds & Reim.	5,006	0	0	0	0	0%
Donations	213,393	57,232	17,000	19,000	2,000	11%
Donations from Trust Fund	0	0	0	0	0	0%
Total Revenue:	**376,883**	**401,214**	**350,760**	**353,640**	**2,880**	**0%**
Total Unappropriated Budget:	**326,831**	**351,114**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**50,052**	**50,100**	**350,760**	**353,640**	**2,880**	**0%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	50,052	50,100	58,000	60,000	2,000	3%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	25,000	0	(25,000)	- 100%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	267,760	293,640	25,880	9%
Total Expenditures:	**50,052**	**50,100**	**350,760**	**353,640**	**2,880**	**0%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
General Equipment	82-2268	4,847	9,034	5,000	5,000	0	0%
Maintenance S.I.G.	82-2300	4,988	6,125	5,000	6,000	1,000	20%
Publi. And Legal Notices	82-2600	3,022	2,815	4,000	4,000	0	0%
Neuter/Spay/Microchip	82-2760	7,899	8,673	11,000	11,000	0	0%
Shelter Tests/Vaccinne	82-2762	22,270	19,788	23,000	24,000	1,000	4%
Shelter Supplies	82-2764	7,027	3,666	10,000	10,000	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	0	0	0	0	0	0%
Materials & Services Totals:		**50,052**	**50,100**	**58,000**	**60,000**	**2,000**	**3%**
Capital Outlay							
Structures & Improvements	82-4100	0	0	25,000	0	(25,000)	- 100%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**25,000**	**0**	**(25,000)**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	267,760	293,640	25,880	9%
Contingencies Totals:		**0**	**0**	**267,760**	**293,640**	**25,880**	**9%**
Total Expenditures:		**50,052**	**50,100**	**350,760**	**353,640**	**2,880**	**1**

Marine Patrol

Mission Statement

The Mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Marine Patrol is a function of the Criminal Division, but has a separate budget in order to manage the Marine Grants Fund. Grant funding assumes approximately 76% of expenditures excluding the contingency and carry over funds. Primary functions for the Marine Patrol is to provide marine safety and marine law enforcement patrols to the nearly 100 square miles of waterways, 400 miles of shoreline and occasionally access to approximately 90 square miles of Oregon Coastal Waters. The Marine Patrol also provides the waterborne platform for dive rescue operations and enforcement of safety zones during special events. This unit also handles theft, burglary and other criminal complaints to victims who are water accessible only, such as float houses. In addition, the Marine Patrol handles all boating related accidents and coordinates criminal cases pertaining to boats and related marine equipment. The majority of the vessels operated by this unit belong to the Oregon State Marine Board but must fly under our own markings. The Marine Deputies also provide boating safety education at area schools, proctor the state mandated boating education test, boat registration VIN inspections and conduct courtesy boating inspections.

Major Accomplishments

Maintained enhanced U.S.C.G. cooperative patrol program.
Conducted "Make Way" education and enforcement campaign to assist commercial traffic avoid recreational boaters.
Continued the Derelict Vessel program removing vessels in area waterways.

Performance Measures

Maintain 60% on-water patrol hours.
Hire and train new deputy so the Marine Patrol returns to a two deputy unit by December 2019.
Utilize U.S.C.G. cooperative patrol program and reserve deputies to maintain adequate coverage during high use seasons.
Provide seven day a week coverage during summer months.

Budget Highlights

This is a status quo budget with no new personnel or programs. Revenue realizes a $13,000 increase, however, that is primarily due to a larger beginning fund balance. State Marine Board funding will be reduced by $14,210 which is a 6.4% reduction. The State Marine Board advised the County this is due to a reduction in boat registrations and reduced federal dollars. Expenses minus the contingency are lower by $16,500 primarily due to the assignment of a less senior deputy at a less cost when compared to the senior deputy that retired. The contingency is approximately 25% of the operations costs. This is necessary to maintain cash reserves to cover program costs for the first quarter of the fiscal year. This also allows the county to maintain the transfers from the General Fund and Rural Law Enforcement District at 2015-16 levels.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	83,322	99,266	97,590	122,380	24,790	25%
Revenue From Rled	26,000	26,000	26,000	26,000	0	0%
Sheriff Marine Patrol	219,163	218,964	220,460	206,250	(14,210)	- 6%
Rev. Refunds & Reim.	400	5,155	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	27,200	27,200	27,200	27,200	0	0%
Interest On Investments	616	1,088	1,000	1,300	300	30%
Total Revenue:	**356,701**	**377,674**	**372,250**	**383,130**	**10,880**	**2%**
Total Unappropriated Budget:	**99,266**	**102,849**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**257,436**	**274,825**	**372,250**	**383,130**	**10,880**	**2%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	143,180	140,888	138,030	136,320	(1,710)	- 1%
Personnel Benefits	74,978	91,467	101,580	90,260	(11,320)	- 11%
Material & Supplies	39,278	42,469	48,550	45,080	(3,470)	- 7%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	84,090	111,470	27,380	32%
Total Expenditures:	**257,436**	**274,825**	**372,250**	**383,130**	**10,880**	**2%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Deputy Sheriff Senior II	2.00	2.00	2.00	1.00	(1.00)	- 50%
Deputy Sheriff	0.00	0.00	0.00	1.00	1.00	100%
Total Personnel:	**2.00**	**2.00**	**2.00**	**2.00**	**0.00**	**0%**

Measures

Unit of Measure Description	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Boating Inspection conducted	355	131	337	80	40	50
Citations Issued	15	3	26	19	8	30
On-Water boating hours conducted	570.5	862	713	647	600	600
Education Programs conducted	6	4	5	3	3	5

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Deputy Sheriff Senior II	82-1515	113,994	140,888	108,910	74,260	(34,650)	- 31%
Deputy Sheriff Senior I	82-1516	0	0	0	0	0	0%
Deputy Sheriff	82-1520	20,455	0	29,120	62,060	32,940	113%
Marine Patrol Asst	82-1892	8,732	0	0	0	0	0%
Overtime	82-1945	8,929	12,262	10,000	10,000	0	0%
Remuneration	82-1947	3,600	3,600	2,400	1,200	(1,200)	- 50%
F.I.C.A.	82-1950	11,510	11,541	11,510	11,290	(220)	- 1%
Retirement	82-1955	24,472	31,947	29,580	33,530	3,950	13%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	17,961	24,107	36,570	23,150	(13,420)	- 36%
Dental Insurance	82-1965	2,413	1,848	2,730	4,510	1,780	65%
HSA Contribution	82-1966	3,000	3,000	4,000	2,000	(2,000)	- 50%
Benefits Admin Fees	82-1967	46	52	50	60	10	20%
Life Insurance	82-1970	113	113	140	110	(30)	- 21%
Salary Continuation Insur	82-1972	144	144	180	140	(40)	- 22%
S.A.I.F.	82-1975	1,995	2,683	4,270	4,120	(150)	- 3%
Unemployment	82-1980	795	172	150	150	0	0%
Personnel Services Totals:		**218,158**	**232,355**	**239,610**	**226,580**	**(13,030)**	**- 5%**
Materials & Services							
Equipment Reimbursement	82-2039	215	507	500	500	0	0%
Clothing And Uniform Exp.	82-2040	343	0	1,500	1,500	0	0%
Uniform Cleaning	82-2041	34	0	100	0	(100)	- 100%
Telephones	82-2070	652	371	700	800	100	14%
Insurance	82-2200	3,648	3,135	3,700	3,130	(570)	- 15%
Maintenance - Equipment	82-2260	349	327	500	500	0	0%
Maintenance - Vessel	82-2266	3,338	9,639	4,150	4,150	0	0%
General Equipment	82-2268	1,600	238	3,200	2,000	(1,200)	- 37%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	6,182	5,162	6,000	6,000	0	0%
Fuel - Boats	82-2853	66	4,787	6,000	6,000	0	0%
Vehicle Maintenance & Use	82-2923	5,828	3,262	5,000	4,000	(1,000)	- 20%
Education And Training	82-2928	75	335	1,000	1,000	0	0%
Reimbursed Travel Expense	82-2930	830	1,506	2,000	2,000	0	0%
Utilities	82-2960	2,118	2,300	4,500	4,000	(500)	- 11%
Indirect Cost Allocation	82-3210	14,000	10,900	9,700	9,500	(200)	- 2%
Materials & Services Totals:		**39,278**	**42,469**	**48,550**	**45,080**	**(3,470)**	**- 7%**
Capital Outlay							
County Vehicle Purchase	82-4201	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Contingencies							

Appropriation For Contin.	82-9900	0	0	84,090	111,470	27,380	32%
Contingencies Totals:		**0**	**0**	**84,090**	**111,470**	**27,380**	**32%**
Total Expenditures:		**257,436**	**274,825**	**372,250**	**383,130**	**10,880**	**1**

Juvenile Department

Mission Statement

The mission of the Clatsop County Juvenile Department is to protect the public and reduce juvenile delinquency by implementing effective prevention, intervention and supervision services for the residents of Clatsop County.

Department Overview

The goal of the Juvenile Department is to protect the public and reduce juvenile crime. The department is responsible for the processing, supervision and accountability of youth offenders referred to the department by law enforcement or adjudicated within the jurisdiction of the juvenile court, which includes: intake screening, restitution assistance to victims and the community, programs to divert youth from formal court process when appropriate, preparation of legal documents which initiate court action, recommendations for disposition of allegations for delinquent conduct, a continuum of services for swift and decisive intervention in delinquent behavior, and probation supervision. These responsibilities are to be provided in a fair and impartial manner within the context of personal responsibility and reformation for the youth offender.

Major Accomplishments

In conjunction with juvenile crime prevention, the department has expanded the department's prevention programing with local middle schools, incorporating additional schools to conduct the skill building group, Girl's Circle, with non-offending high risk girls. The juvenile department has had a juvenile probation counselor involved on the local court's dependency team to add an addition perspective to older youth involved in the child welfare system. Working with the court and other system partners to implement Oregon's new no-shackling law for juvenile court hearings. The Department is also implementing the e-filing of court documents.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Probation Fees	948	776	500	500	0	0%
JCP Basic/Diversion	42,115	10,994	0	0	0	0%
OCF Grant - B Ruppel	37,575	0	0	0	0	0%
Revenue Refunds & Reimbursemen	0	5	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Work Crew	2,580	1,200	2,000	2,000	0	0%
General Fund Support	697,837	811,224	873,030	921,670	48,640	5%
Total Revenue:	**781,056**	**824,199**	**875,530**	**924,170**	**48,640**	**5%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	438,791	462,040	465,120	481,770	16,650	3%
Personnel Benefits	171,424	192,445	240,500	272,490	31,990	13%
Material & Supplies	133,265	169,714	161,910	164,910	3,000	1%
Special Payments	37,575	0	8,000	5,000	(3,000)	- 37%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**781,056**	**824,199**	**875,530**	**924,170**	**48,640**	**5%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Juvenile Director	1.00	1.00	1.00	1.00	0.00	0%
Juvenile Detention Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.16	1.16	1.16	1.16	0.00	0%
Juvenile Counselor II	3.42	3.42	3.42	3.42	0.00	0%
Total Personnel:	**6.58**	**6.58**	**6.58**	**6.58**	**0.00**	**0%**

Measures

Unit of Measure Description	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
# of Police Reports received/processed	415	325	320	320	320	320
# of youth supervised (formal&informal)	160	147	165	165	170	165
# of petitions filed (includes PV's)	170	180	150	155	125	150
# of court appearances	372	310	225	370	300	325
# of risk assessments	80	80	60	40	35	40
Detention admissions	112	80	80	92	55	55

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Juvenile Director	82-1074	98,552	106,551	112,080	121,570	9,490	8%
Juvenile Detention Supervisor	82-1078	64,447	66,772	67,550	69,910	2,360	3%
Staff Assistant	82-1191	53,195	53,122	55,990	57,950	1,960	3%
Juvenile Counselor II	82-1460	222,597	235,595	229,500	232,340	2,840	1%
Extra Help	82-1941	1,664	0	5,000	5,000	0	0%
Overtime	82-1945	0	142	15,000	15,000	0	0%
Performance Pay	82-1948	0	0	4,480	0	(4,480)	- 100%
F.I.C.A.	82-1950	32,607	34,241	37,690	38,610	920	2%
Retirement	82-1955	60,798	77,951	86,580	110,070	23,490	27%
Medical Waiver	82-1963	3,071	3,197	3,100	2,900	(200)	- 6%
Medical Insurance	82-1964	49,095	53,610	62,840	70,400	7,560	12%
Dental Insurance	82-1965	5,478	5,616	5,880	8,920	3,040	51%
HSA Contribution	82-1966	8,000	8,000	8,000	8,000	0	0%
Benefits Admin Fees	82-1967	130	152	150	160	10	6%
Life Insurance	82-1970	566	570	550	610	60	10%
Salary Continuation Insur	82-1972	733	746	750	760	10	1%
S.A.I.F.	82-1975	6,998	7,671	9,990	11,560	1,570	15%
Unemployment	82-1980	2,285	549	490	500	10	2%
Personnel Services Totals:		**610,215**	**654,485**	**705,620**	**754,260**	**48,640**	**6%**
Materials & Services							
Telephones	82-2070	3,118	1,759	2,000	2,000	0	0%
Maintenance - Equipment	82-2260	120	0	1,000	500	(500)	- 50%
Employee Drug Screen	82-2302	0	0	100	0	(100)	- 100%
Membership Fees And Dues	82-2370	1,198	1,228	1,300	1,300	0	0%
Office Supplies	82-2410	1,462	1,625	2,000	2,000	0	0%
Books And Periodicals	82-2413	0	477	500	600	100	20%
Postage And Freight	82-2419	489	406	500	500	0	0%
Printing And Reproduction	82-2425	1,564	1,117	1,800	1,500	(300)	- 16%
Shelter Bed Contractual Svcs	82-2456	0	0	12,240	16,000	3,760	30%
Contractual Services	82-2471	0	18	0	0	0	0%
Detention Bed Contractual Svcs	82-2480	113,734	150,133	122,420	122,400	(20)	- 0%
Pysc. Evaluations	82-2494	0	1,200	2,000	3,000	1,000	50%
U.A. Testing	82-2506	2,183	805	2,000	1,000	(1,000)	- 50%
Youth Investment	82-2529	682	160	500	1,000	500	100%
Publi. And Legal Notices	82-2600	0	0	250	310	60	24%
Work Crew Supplies	82-2769	767	400	800	800	0	0%
Fuel - Vehicles	82-2852	0	2,650	2,300	2,500	200	8%
Supplemental Detention Costs	82-2910	1,224	881	2,000	1,500	(500)	- 25%
Detention Vehicle Maint & Use	82-2922	489	331	1,200	1,000	(200)	- 16%
Vehicle Maintenance & Use	82-2923	4,054	2,869	1,500	1,500	0	0%
Education And Training	82-2928	461	2,165	2,000	2,000	0	0%
Reimbursed Travel Expense	82-2930	1,686	1,489	3,000	3,000	0	0%

Electronic Monitoring	82-3079	25	0	500	500	0	0%
Refunds and Returns	82-3204	10	0	0	0	0	0%
Materials & Services Totals:		**133,265**	**169,714**	**161,910**	**164,910**	**3,000**	**1%**
Special Payments							
OCF Grant - B Ruppel	82-3055	37,575	0	0	0	0	0%
Sex Offender Treatment	82-3083	0	0	8,000	5,000	(3,000)	- 37%
Special Payments Totals:		**37,575**	**0**	**8,000**	**5,000**	**(3,000)**	**- 37%**
Capital Outlay							
County Vehicle Purchase	82-4201	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**781,056**	**824,199**	**875,530**	**924,170**	**48,640**	**1**

Juv Crime Prevention

Mission Statement

The mission of the Clatsop County Juvenile Department is to protect the public and reduce juvenile delinquency by providing effective prevention and intervention services for the residents of Clatsop County

Department Overview

Juvenile Crime Prevention is funded by grants to prevent and reduce juvenile crime, divert youth from commitment to the Oregon Youth Authority and provide services to youth to encourage community engagement and accountability. These services include intake assessments, informal and formal supervision, skill building groups for non-offending youth, shelter evaluation and detention services and individualized services for probation and/or parole youth.

Major Accomplishments

Expand work with local middle schools to provide skill building groups to non-offending female youth transitioning to middle school. Currently we are facilitating the One Circle Foundation's Girl's Circle curriculum. We have implemented this program in the Astoria, Warrenton and Seaside middle schools and have made preparations to implement the program in Knappa this fall.

Performance Measures

Assisting youth to be more successful in their lives and community through supervision, skill development and access to individual service needs and detention services.

Budget Highlights

Increase Juvenile Probation Counselor from .42 FTE to .58 FTE.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	39,124	40,240	46,110	61,410	15,300	33%
OYA Flex Fund	2,925	30	7,860	4,930	(2,930)	- 37%
Juv Crime Prevent	17,808	15,783	22,500	22,500	0	0%
JCP Basic/Diversion	7,579	27,852	84,730	80,510	(4,220)	- 4%
Rev. Refunds & Reim.	240	70	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Interest On Investments	389	694	0	0	0	0%
Total Revenue:	**68,066**	**84,669**	**161,200**	**169,350**	**8,150**	**5%**
Total Unappropriated Budget:	**40,240**	**61,412**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**27,826**	**23,257**	**161,200**	**169,350**	**8,150**	**5%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	10,172	13,692	26,380	38,670	12,290	46%
Personnel Benefits	3,232	4,669	10,010	16,170	6,160	61%
Material & Supplies	14,422	4,897	96,810	86,510	(10,300)	- 10%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	28,000	28,000	0	0%
Total Expenditures:	**27,826**	**23,257**	**161,200**	**169,350**	**8,150**	**5%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Juvenile Counselor II	0.00	0.00	0.43	0.58	0.15	34%
Total Personnel:	**0.00**	**0.00**	**0.43**	**0.58**	**0.15**	**34%**

Measures

Unit of Measure Description	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Skill Building Groups	44	50	56	30	18	24

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Juvenile Counselor II	82-1460	10,172	13,692	26,380	38,670	12,290	46%
Overtime	82-1945	0	0	600	600	0	0%
F.I.C.A.	82-1950	793	1,086	2,100	3,060	960	45%
Retirement	82-1955	1,819	3,085	6,070	10,660	4,590	75%
Medical Waiver	82-1963	199	295	520	700	180	34%
Medical Insurance	82-1964	0	0	0	0	0	0%
Dental Insurance	82-1965	0	0	0	0	0	0%
HSA Contribution	82-1966	0	0	0	0	0	0%
Benefits Admin Fees	82-1967	18	3	10	10	0	0%
Life Insurance	82-1970	16	20	30	40	10	33%
Salary Continuation Insur	82-1972	13	16	30	40	10	33%
S.A.I.F.	82-1975	177	150	620	1,020	400	64%
Unemployment	82-1980	197	14	30	40	10	33%
Personnel Services Totals:		**13,404**	**18,360**	**36,390**	**54,840**	**18,450**	**50%**
Materials & Services							
Basic Services	82-2138	0	1,020	0	0	0	0%
Program Activity	82-2142	1,084	1,048	3,000	1,780	(1,220)	- 40%
Diversion Services	82-2146	5,943	0	0	0	0	0%
Insurance	82-2200	0	0	400	400	0	0%
Office Supplies	82-2410	0	0	1,130	500	(630)	- 55%
Postage And Freight	82-2419	0	0	50	50	0	0%
Printing And Reproduction	82-2425	0	0	100	50	(50)	- 50%
Shelter Bed Contractual Svcs	82-2456	0	0	52,560	50,000	(2,560)	- 4%
Detention Bed Contractual Svcs	82-2480	0	0	28,690	26,000	(2,690)	- 9%
Fuel - Vehicles	82-2852	0	209	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	0	0	420	500	80	19%
Reimbursed Travel Expense	82-2930	0	190	600	500	(100)	- 16%
OYA Flex Fund	82-2966	1,995	30	7,860	4,930	(2,930)	- 37%
Program Services	82-3040	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	5,400	2,400	2,000	1,800	(200)	- 10%
Materials & Services Totals:		**14,422**	**4,897**	**96,810**	**86,510**	**(10,300)**	**- 10%**
Contingencies							
Appropriation for Contin.	82-9900	0	0	28,000	28,000	0	0%
Contingencies Totals:		**0**	**0**	**28,000**	**28,000**	**0**	**0%**
Total Expenditures:		**27,826**	**23,257**	**161,200**	**169,350**	**8,150**	**1**

Law Library

Mission Statement

The Clatsop County Law Library strives to provide access to legal materials needed for legal research to members of the public, the local bar, the judiciary.

Department Overview

The library is located in the basement of the County Courthouse. The facilities include print materials, a public computer, a meeting room, copier, and tables for reading and research. The law library provides access to print materials including treatises, practice guides, statutes, legal cases. The library also provides free access to internet based research including Westlaw and other materials.

Major Accomplishments

Removal of outdated publications that had occupied significant space in the library and could provide users with outdated and inadequate information.

Performance Measures

Improve communication with law library users regarding utilization and resource needs.

Budget Highlights

A personnel change in juvenile department staff assigned to the law library will allow for a small increase in the time the library is open to the public time and do so at a decreased cost.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	15,843	18,244	15,590	19,730	4,140	26%
Court Fine & Fee	48,236	45,583	45,580	45,580	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	25	0	0	0	0%
Copy Fees	10	0	50	50	0	0%
Franchise Fees	90	90	90	0	(90)	- 100%
Interest On Investments	451	653	400	400	0	0%
Total Revenue:	**64,630**	**64,594**	**61,710**	**65,760**	**4,050**	**6%**
Total Unappropriated Budget:	**18,244**	**18,159**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**46,386**	**46,435**	**61,710**	**65,760**	**4,050**	**6%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	7,255	7,958	9,200	9,990	790	8%
Personnel Benefits	2,192	2,707	3,230	3,790	560	17%
Material & Supplies	36,940	35,770	33,690	34,750	1,060	3%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	15,590	17,230	1,640	10%
Total Expenditures:	**46,386**	**46,435**	**61,710**	**65,760**	**4,050**	**6%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Juvenile Counselor II	0.15	0.15	0.15	0.20	0.05	33%
Total Personnel:	**0.15**	**0.15**	**0.15**	**0.20**	**0.05**	**33%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Staff Assistant	82-1191	0	0	0	0	0	0%
Juvenile Counselor II	82-1460	7,255	7,958	9,200	9,990	790	8%
F.I.C.A.	82-1950	566	631	720	760	40	5%
Retirement	82-1955	1,304	1,785	2,090	2,670	580	27%
Medical Waiver	82-1963	146	171	180	0	(180)	- 100%
Medical Insurance	82-1964	0	0	0	0	0	0%
Dental Insurance	82-1965	0	0	0	0	0	0%
HSA Contribution	82-1966	0	0	0	0	0	0%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life Insurance	82-1970	12	12	10	80	70	700%
Salary Continuation Insur	82-1972	9	9	10	10	0	0%
S.A.I.F.	82-1975	118	88	210	260	50	23%
Unemployment	82-1980	37	11	10	10	0	0%
Personnel Services Totals:		**9,446**	**10,665**	**12,430**	**13,780**	**1,350**	**10%**
Materials & Services							
Telephones	82-2070	187	110	150	100	(50)	- 33%
Maintenance - Equipment	82-2260	0	0	300	150	(150)	- 50%
Office Supplies	82-2410	14	64	140	100	(40)	- 28%
Books And Periodicals	82-2413	26,309	26,457	23,000	24,000	1,000	4%
Postage And Freight	82-2419	228	236	400	500	100	25%
Printing And Reproduction	82-2425	3	3	100	50	(50)	- 50%
Contractual Services	82-2471	0	0	0	0	0	0%
Education And Training	82-2928	0	0	100	100	0	0%
Reimbursed Travel Expense	82-2930	0	0	100	150	50	50%
Indirect Cost Allocation	82-3210	10,200	8,900	9,400	9,600	200	2%
Materials & Services Totals:		**36,940**	**35,770**	**33,690**	**34,750**	**1,060**	**3%**
Capital Outlay							
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	15,590	17,230	1,640	10%
Contingencies Totals:		**0**	**0**	**15,590**	**17,230**	**1,640**	**10%**
Total Expenditures:		**46,386**	**46,435**	**61,710**	**65,760**	**4,050**	**1**

Parole & Probation Division

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The role of Parole and Probation Division is to supervise felony and misdemeanor offenders placed on parole, post-prison supervision, probation and offenders serving sentences in the custody of the Local Supervisory Authority. The division operates in conjunction with three main releasing authorities: The Board of Parole and Post-Prison Supervision, the Circuit Courts of the State of Oregon and the Local Supervisory Authority. Parole and Probation supervises felony and misdemeanor cases in Clatsop County.

The two main functions of Parole and Probation are: 1) To provide field services (community based supervision); and 2) Develop and implement correctional programs that are evidence based. Field services includes the supervision of offenders residing in the community. Supervision includes, but is not limited to, conducting home visits, employment visits, preparing reports for the releasing authorities, conducting office visits and imposing sanctions and services to ensure compliance with conditions of supervision. Program development and implementation includes, but is not limited to, community service program, cognitive programs, electronic monitoring, life skills development, employment and training, educational programs, job search assistance. Parole and Probation also provides program services delivery for evidence based substance abuse treatment, domestic violence counseling and sexual offender treatment. The Division coordinates the delivery of mental health and drug/alcohol treatment and participates in both the Adult Drug Court and Mental Health Treatment Court. Parole and Probation also participates in Family Drug Court. The Division provides financial support for the Pretrial Release Program, with the Corrections Division providing day to day oversight.

Major Accomplishments

Supervision of average of 375 felony offenders and 60 misdemeanor offenders monthly in accordance with State mandates.
Subsidized sex offender treatment for 25 offenders per month.
Participated in Correctional Program Checklist review conducted on our Adult Drug Court program.
Actively participating in statewide Pretrial Network.
Hired new probation deputy and new accountant.
Training all probation deputies in Effective Practices in Community Supervision (EPICS Model) developed by University of Cincinnati.
Subsidizing SETD bus rides for average of 75 offenders per month. Developed bus ticket token system with Sunset Empire Transportation to reduce expense.

Performance Measures

Meet or exceed State mandated outcomes for High and Medium Risk offenders.
Complete training of EPICS Model for all probation deputies and implement ongoing fidelity measures.
Complete assessments and behavior change plans on 80% of high and medium risk offenders within 60 days of initial intake.
80% compliance with contact standards (significant contacts include home visits, office visits, and other collateral contacts).

Budget Highlights

The Parole & Probation Division will reimburse Corrections for jail beds with a projected cost of $200,000. Increased to Cognitive Treatment Services as we provide cognitive treatment to inmates two days a week. Increase to subsidy housing to $50,000 as more offenders are in need of short-term housing assistance due, in part, to increase of Short Term Transitional Leave from 90 days to 120 days.

Personnel Services is reduced by transferring the Staff Assistant and Accountant to the Support Division budget. Grant in Aid, Justice Reinvestment, and Specialty Court grant revenues are estimates this year due to 2019 Legislature in session and state budget has not been approved.

Parole & Probation and Corrections Divisions will work cooperatively to increase cognitive treatment programs in the jail. Jail groups, lead by a licensed counselor will take place twice a week.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	1,543,995	1,892,522	2,235,060	2,347,000	111,940	5%
Fees For Supervision	101,964	91,863	90,000	90,000	0	0%
Drug Court Grant	164,049	138,378	131,400	125,000	(6,400)	- 4%
Justice Reinvestment Program	231,021	235,856	235,850	235,850	0	0%
Alt. Incarceration Prog.	0	1,219	0	0	0	0%
M 57 Treatment Funds	0	65,299	65,300	65,300	0	0%
CJC Mental Hlth Grant	145,936	108,369	116,800	100,000	(16,800)	- 14%
Comm. Correct. Act Reimb.	1,533,788	1,668,660	1,668,640	1,668,640	0	0%
Welfare Subsidy Revenue	4,470	4,538	4,560	4,560	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Subsidey Reimbursement	873	390	1,500	500	(1,000)	- 66%
Rev. Refunds & Reim.	1,062	246	200	200	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	0	0	0	0	0	0%
Drug Court	352	0	350	0	(350)	- 100%
DNA	255	333	360	360	0	0%
Compact Fee	3,900	2,865	3,000	3,000	0	0%
ADES Assessment	0	0	500	0	(500)	- 100%
DV Treatment	80	0	200	500	300	150%
Urinalysis Fee	10,322	11,662	8,000	10,000	2,000	25%
Alcohol/Drug TX	15,174	456	500	2,000	1,500	300%
Community Service Fee	846	670	500	900	400	80%
TC Resident Fee	0	0	0	0	0	0%
Polygraph - Sex Offender	1,640	530	500	2,000	1,500	300%
Polygragh - DV Offender	0	310	250	500	250	100%
Sex Offender Treatment	17,066	10,345	10,000	10,000	0	0%
Electronic Monitoring	8,135	5,050	5,500	5,000	(500)	- 9%
Interest On Investments	21,162	34,082	30,000	30,000	0	0%
Total Revenue:	**3,806,089**	**4,273,644**	**4,608,970**	**4,701,310**	**92,340**	**2%**
Total Unappropriated Budget:	**1,892,522**	**2,240,542**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**1,913,567**	**2,033,103**	**4,608,970**	**4,701,310**	**92,340**	**2%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	726,611	774,780	852,990	807,180	(45,810)	- 5%
Personnel Benefits	368,467	403,064	486,510	498,400	11,890	2%
Material & Supplies	358,599	330,425	600,250	607,170	6,920	1%
Special Payments	459,890	337,941	441,560	467,860	26,300	5%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	59,892	0	0	0	0%
Transfer Out	0	127,000	129,500	389,320	259,820	200%
Contingency	0	0	2,098,160	1,931,380	(166,780)	- 7%
Total Expenditures:	**1,913,567**	**2,033,103**	**4,608,970**	**4,701,310**	**92,340**	**2%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Chief Deputy Sheriff	0.10	0.10	0.10	0.10	0.00	0%
Lieutenant	1.00	1.00	1.00	1.00	0.00	0%
Sergeant	1.00	1.00	1.00	1.00	0.00	0%
Administrative Assistant	1.00	0.00	0.00	0.00	0.00	0%
Staff Assistant	2.00	1.00	1.00	0.00	(1.00)	- 100%
Pre-Trial Release Specialist	0.00	1.00	1.00	1.00	0.00	0%
Corrections Counselor	5.00	5.00	4.00	2.00	(2.00)	- 50%
Corrections Counsel II	2.00	2.00	3.00	5.00	2.00	66%
Accountant II	0.00	1.00	1.00	0.00	(1.00)	- 100%
Total Personnel:	**12.10**	**12.10**	**12.10**	**10.10**	**(2.00)**	**- 16%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Daily Avg of offenders on supervision		400	401	375	375	468	475
Avg # of offenders receive sub.abuse txt		90	68	125	125	80	80
Monthly avg txt & programing provided		150	140	150	150	150	175
% of offenders sup. by risk/need level	Percent	100%	100%	100%	100%	100%	100%
% compliance with state mandates	Percent	100%	100%	100%	100%	100%	100%
% of High/Med Risk offenders in Tx.	Percent	45%	36%	40%	45%	45%	60%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Chief Deputy Sheriff	82-1110	10,682	10,746	12,090	13,140	1,050	8%
Lieutenant	82-1113	93,078	97,974	105,440	114,590	9,150	8%
Sergeant	82-1116	80,605	85,402	90,900	98,250	7,350	8%
Administrative Assistant	82-1118	35,616	0	0	0	0	0%
Staff Assistant	82-1191	68,907	47,029	48,260	0	(48,260)	- 100%
Pre-Trial Release Specialist	82-1429	0	39,870	51,080	55,520	4,440	8%
Corrections Counselor	82-1430	329,649	259,565	254,500	140,450	(114,050)	- 44%
Corrections Counsel II	82-1431	82,582	167,027	229,660	385,230	155,570	67%
Accountant II	82-1848	25,492	67,167	61,060	0	(61,060)	- 100%
Accountant I	82-1850	0	0	0	0	0	0%
Extra Help	82-1941	0	2,683	0	0	0	0%
Overtime	82-1945	19,442	11,370	20,000	20,000	0	0%
Remuneration	82-1947	11,840	12,420	13,440	14,640	1,200	8%
Performance Pay	82-1948	0	3,919	4,700	0	(4,700)	- 100%
F.I.C.A.	82-1950	55,585	59,096	68,260	57,900	(10,360)	- 15%
Retirement	82-1955	114,790	138,596	166,630	188,340	21,710	13%
Medical Waiver	82-1963	1,200	1,200	1,200	1,200	0	0%
Medical Insurance	82-1964	116,522	126,662	156,390	159,430	3,040	1%
Dental Insurance	82-1965	14,692	15,337	17,340	17,440	100	0%
HSA Contribution	82-1966	17,200	16,700	17,200	15,200	(2,000)	- 11%
Benefits Admin Fees	82-1967	241	300	280	330	50	17%
Life Insurance	82-1970	824	804	840	690	(150)	- 17%
Salary Continuation Insur	82-1972	1,184	1,127	1,170	1,030	(140)	- 11%
S.A.I.F.	82-1975	10,622	11,893	18,170	21,440	3,270	18%
Unemployment	82-1980	4,324	958	890	760	(130)	- 14%
Personnel Services Totals:		**1,095,078**	**1,177,845**	**1,339,500**	**1,305,580**	**(33,920)**	**- 2%**
Materials & Services							
Banking Svcs Fee	82-2002	0	0	0	0	0	0%
Banking Svcs Credit Adj.	82-2003	0	0	0	0	0	0%
Clothing And Uniform Exp.	82-2040	3,740	2,818	4,500	4,500	0	0%
Safety Equipment	82-2045	3,518	976	3,500	2,000	(1,500)	- 42%
Telephones	82-2070	12,169	16,613	20,000	20,000	0	0%
Program Supplies	82-2140	0	1,676	2,000	2,000	0	0%
Custodial Supplies	82-2160	28	57	500	250	(250)	- 50%
Custodial Services	82-2161	910	0	0	0	0	0%
Insurance	82-2200	16,063	12,410	15,100	14,840	(260)	- 1%
Maintenance - Equipment	82-2260	2,613	596	1,000	1,000	0	0%
Maintenance S.I.G.	82-2300	1,010	3,072	0	3,000	3,000	100%
Employee Drug Screen	82-2302	0	0	200	200	0	0%
Membership Fees And Dues	82-2370	1,006	1,171	2,500	2,700	200	8%
Office Supplies	82-2410	3,939	2,807	4,000	1,000	(3,000)	- 75%
Books And Periodicals	82-2413	284	945	500	500	0	0%

Postage And Freight	82-2419	932	812	2,000	500	(1,500)	- 75%
Records And Forms	82-2422	276	299	500	500	0	0%
Printing And Reproduction	82-2425	1,993	1,391	1,500	750	(750)	- 50%
Office Furniture & Equipment	82-2454	12,368	6,406	4,000	4,000	0	0%
PC Equipment	82-2455	4,796	6,719	5,000	15,430	10,430	208%
Legal Services	82-2469	0	0	0	1,000	1,000	100%
Contractual Services	82-2471	0	0	0	0	0	0%
Physical Exams	82-2505	386	1,331	700	700	0	0%
U.A. Testing	82-2506	6,578	7,722	7,000	10,000	3,000	42%
Polygraph	82-2521	0	0	500	200	(300)	- 60%
Psycho-Sexual Evaluations	82-2522	0	3,000	10,000	15,000	5,000	50%
Cognitive Treatment Svcs	82-2523	0	2,490	10,000	30,000	20,000	200%
Justice Reinvestment Programs	82-2524	76,505	69,505	60,000	50,000	(10,000)	- 16%
Offender Subsidy Expense	82-2525	1,330	2,618	3,000	5,000	2,000	66%
Publi. And Legal Notices	82-2600	471	0	500	500	0	0%
Jail Beds Lease	82-2635	62,344	0	200,000	200,000	0	0%
Fuel - Vehicles	82-2852	108	5,462	5,000	8,000	3,000	60%
Vehicle Rental	82-2920	0	173	750	1,000	250	33%
Vehicle Maintenance & Use	82-2923	16,222	4,825	20,000	10,000	(10,000)	- 50%
Education And Training	82-2928	5,641	5,605	10,000	10,000	0	0%
Reimbursed Travel Expense	82-2930	12,414	17,103	14,000	18,000	4,000	28%
Utilities	82-2960	1,144	0	0	0	0	0%
Electronic Monitoring	82-3079	8,013	9,189	40,000	15,000	(25,000)	- 62%
Refunds and Returns	82-3204	0	135	100	100	0	0%
Indirect Cost Allocation	82-3210	101,800	142,500	151,900	159,500	7,600	5%
Materials & Services Totals:		**358,599**	**330,425**	**600,250**	**607,170**	**6,920**	**1%**
Special Payments							
DV Polygraph	82-3002	0	1,400	2,000	2,000	0	0%
Client Emergency Expenses	82-3003	0	0	2,000	2,000	0	0%
DV Indigent Treatment	82-3004	0	1,984	15,000	20,000	5,000	33%
M 57 Treatment	82-3010	30,508	34,463	20,000	30,000	10,000	50%
M 57 UA Testing	82-3011	3,295	4,195	3,000	3,000	0	0%
M 57 Sanctions	82-3012	30,531	21,250	40,000	30,000	(10,000)	- 25%
M 57 Supplies/Incentives	82-3013	0	356	4,000	2,300	(1,700)	- 42%
Drug Court Incentives	82-3020	0	90	0	0	0	0%
Welfare Subsidy Expense	82-3030	770	440	4,560	4,560	0	0%
Treatment/Transition Funds	82-3031	10,085	2,195	20,000	10,000	(10,000)	- 50%
Adult Drug Court Travel/Train	82-3060	4,557	11,145	10,000	15,000	5,000	50%
Adult Drug Court Program Supp.	82-3061	1,979	565	3,000	2,000	(1,000)	- 33%
Adult Drug Court Incentives	82-3062	0	4,538	3,000	4,000	1,000	33%
Adult Drug Court UA Testing	82-3063	1,919	2,411	3,000	4,000	1,000	33%
Adult Drug Court UA Supplies	82-3064	5,773	13,193	13,000	15,000	2,000	15%
Treatment Court Travel/Trainin	82-3070	4,532	5,216	7,000	15,000	8,000	114%
Treatment Court Program Suppli	82-3071	1,051	0	3,000	1,000	(2,000)	- 66%
Treatment Court Incentives	82-3072	111	1,743	3,000	2,000	(1,000)	- 33%
Treatment Court UA Testing	82-3073	1,316	1,560	2,000	2,000	0	0%
Treatment Court UA Supplies	82-3074	2,679	1,080	1,000	1,000	0	0%

Treatment Court MH Treatment	82-3075	149,604	80,000	80,000	90,000	10,000	12%
Drug Court Treatment	82-3082	164,520	100,000	100,000	110,000	10,000	10%
Sex Offender Eval & Treat	82-3083	30,960	31,570	45,000	45,000	0	0%
Sex Offender Polygraph	82-3090	5,600	6,100	8,000	8,000	0	0%
Subsidy Housing	82-3095	10,100	12,450	50,000	50,000	0	0%
Special Payments Totals:		**459,890**	**337,941**	**441,560**	**467,860**	**26,300**	**5%**
Capital Outlay							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	59,892	0	0	0	0%
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**59,892**	**0**	**0**	**0**	**0%**
Transfers Out							
Trans To Special Projects	82-8100	0	2,000	0	0	0	0%
Trans To Corrections Division	82-8103	0	125,000	129,500	129,500	0	0%
Transfer to Support Division	82-8104	0	0	0	259,820	259,820	100%
Transfers Out Totals:		**0**	**127,000**	**129,500**	**389,320**	**259,820**	**200%**
Contingencies							
Contingencies	82-9900	0	0	2,098,160	1,931,380	(166,780)	- 7%
Contingencies Totals:		**0**	**0**	**2,098,160**	**1,931,380**	**(166,780)**	**- 7%**
Total Expenditures:		**1,913,567**	**2,033,103**	**4,608,970**	**4,701,310**	**92,340**	**1**

Courthouse Security

Mission Statement

To support the safety and security of employees and visitors of the Clatsop County Courthouse.

Department Overview

This fund is administered by a local committee pursuant to Oregon law and was established to direct the development and implementation of a plan for court security. The Clatsop Committee is chaired by Judge Brownhill. The Sheriff Deputy who provides security for the courthouse is paid for with 50% of the funds provided by the courthouse security fund and 50% paid for from RLED funds.

Budget Highlights

The proposed budget is approximately 1% below the 2018-19 fiscal year mostly due to a reduction in available fund balance budgeted as contingency.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	178,104	180,467	160,160	138,930	(21,230)	- 13%
Interest On Investments	1,929	2,918	2,300	2,500	200	8%
Corrections Prog Sb1065	58,878	46,438	45,000	40,000	(5,000)	- 11%
Total Revenue:	**238,911**	**229,823**	**207,460**	**181,430**	**(26,030)**	**- 12%**
Total Unappropriated Budget:	**180,467**	**167,186**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**58,444**	**62,637**	**207,460**	**181,430**	**(26,030)**	**- 12%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	53,610	58,010	64,750	67,810	3,060	4%
Material & Supplies	834	627	10,500	10,500	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	10,000	10,000	0	0%
Transfer Out	4,000	4,000	4,000	4,000	0	0%
Contingency	0	0	118,210	89,120	(29,090)	- 24%
Total Expenditures:	**58,444**	**62,637**	**207,460**	**181,430**	**(26,030)**	**- 12%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Personal Services	82-1985	53,610	58,010	64,750	67,810	3,060	4%
Personnel Services Totals:		**53,610**	**58,010**	**64,750**	**67,810**	**3,060**	**4%**
Materials & Services							
General Equipment	82-2268	234	227	10,000	10,000	0	0%
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	600	400	500	500	0	0%
Materials & Services Totals:		**834**	**627**	**10,500**	**10,500**	**0**	**0%**
Capital Outlay							
Structures & Improvements	82-4100	0	0	10,000	10,000	0	0%
Capital Outlay Totals:		**0**	**0**	**10,000**	**10,000**	**0**	**0%**
Transfers Out							
Transfer to B&G	82-8003	4,000	4,000	0	0	0	0%
Transfer to IT	82-8006	0	0	4,000	4,000	0	0%
Transfers Out Totals:		**4,000**	**4,000**	**4,000**	**4,000**	**0**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	118,210	89,120	(29,090)	- 24%
Contingencies Totals:		**0**	**0**	**118,210**	**89,120**	**(29,090)**	**- 24%**
Total Expenditures:		**58,444**	**62,637**	**207,460**	**181,430**	**(26,030)**	**1**

State Timber Enforcement

Mission Statement

The Mission of the State Timber Enforcement Fund is to provide the resources necessary to address criminal and enforcement issues on the state forest.

Department Overview

The County Timber Revenue Law Enforcement Fund was created by resolution and order of the Board of Commissioners in April 2002 pursuant to ORS 530.115(1). The special fund allows the County to retain 1% of forest trust land timber revenue specifically for law enforcement services in supervising, protecting and enforcing the law on forest trust lands in addition to the 10% distribution the County receives for general forest trust lands maintenance and supervision responsibilities. The fund will assist the County in defraying some of the costs of providing law enforcement support in response to protests against harvesting which can disrupt normal timber harvest activities. Expenses incurred by the Sheriff's Office, District Attorney's Office and County Counsel for law enforcement activities in protecting forest trust lands will be reimbursed as authorized by the Board of County Commissioners. Additional timber revenue will be retained to pay assessments to the Council of Forest Trust Land Counties for its activities in support of timber revenue distributions to county taxing districts.

Major Accomplishments

Provided approximately 70% funding for the dedicated Forest Patrol Deputy who concentrates on Off Highway Vehicle (OHV) enforcement (partially funded by an OHV Grant) and investigation of criminal mischief and theft complaints on state forests.

Budget Highlights

Revenue has increased as a result of increased beginning balance. Currently the revenue to expenditure levels continue to remain in the black, this positive revenue picture allows for the sustained funding of the forest patrol deputy which in previous years was under threat due to reduced beginning fund amounts. At this time this fund is solely funded by timber revenues at this time and given the volatility of this revenue stream, the increased contingency is necessary to help offset future increases in personnel costs associated with negotiated contracts, PERS, and health insurance.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	354,828	476,233	546,050	820,670	274,620	50%
Interest On Investments	4,824	9,743	4,600	6,500	1,900	41%
Timber Sales	196,181	283,468	231,000	178,570	(52,430)	- 22%
Total Revenue:	**555,833**	**769,443**	**781,650**	**1,005,740**	**224,090**	**28%**
Total Unappropriated Budget:	**476,233**	**688,483**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**79,600**	**80,960**	**781,650**	**1,005,740**	**224,090**	**28%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	66,900	74,160	90,410	127,890	37,480	41%
Material & Supplies	12,700	6,800	28,400	29,300	900	3%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	662,840	848,550	185,710	28%
Total Expenditures:	**79,600**	**80,960**	**781,650**	**1,005,740**	**224,090**	**28%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Personal Services	82-1985	66,900	74,160	90,410	127,890	37,480	41%
Personnel Services Totals:		**66,900**	**74,160**	**90,410**	**127,890**	**37,480**	**41%**
Materials & Services							
Contractual Services	82-2471	0	0	10,000	10,000	0	0%
Forest Trust Assessment	82-2908	11,800	5,900	17,500	18,500	1,000	5%
Materials & Supplies	82-2967	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	900	900	900	800	(100)	- 11%
Materials & Services Totals:		**12,700**	**6,800**	**28,400**	**29,300**	**900**	**3%**
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Transfers Out							
Transfer to Emergency Comm	82-8110	0	0	0	0	0	0%
Transfer to Drug Task Force	82-8115	0	0	0	0	0	0%
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	662,840	848,550	185,710	28%
Contingencies Totals:		**0**	**0**	**662,840**	**848,550**	**185,710**	**28%**
Total Expenditures:		**79,600**	**80,960**	**781,650**	**1,005,740**	**224,090**	**1**

Child Custody Mediation

Department Overview

The Child Custody Mediation program is a function of the State Court system and provides mandated mediation service for divorcing and separating couples with children under 18 years of age. Unless parents already have a parental plan in place which is acceptable to the judge, all couples must work with selected mediators who are approved by the Mediation Commission to develop an agreed plan which addresses the parenting of their dependent children. County residents are offered up to four hours of mediation services to assist them in the development of their parental plan.

Budget Highlights

Overall this budget remains relatively status quo, the largest expense in this fund is in relation to contractual services. The Local Family Advisory Committee (LFLAC) has set a goal to expand cost-effective family law services as needed for the residents of Clatsop County. Often family law cases, such as divorce and custody determinations, become lengthier, costlier, and more difficult than necessary because of the inability of the parties to reach agreement. In the past, mediation and conciliation funds were used primarily for custody and parenting time mediation and also for a limited number of custody evaluations for indigent parties. The members of LFLAC have expanded the use of these funds in certain circumstances to include services such as parent coordination and parenting time supervision. In addition, they are working towards increased accessibility to custody evaluations. Even though the fund seems to be maintaining a strong balance, the committee members recognize that with increased services and unknown future allocations, the fund must be used responsibly. Therefore, they are considering innovative payment arrangements that could include using funds to subsidize services instead of paying in full.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	95,417	96,765	79,110	53,850	(25,260)	- 31%
Child Custody	36,885	32,859	32,860	32,860	0	0%
Rev. Refunds & Reim.	0	300	0	0	0	0%
Interest On Investments	1,260	1,751	0	0	0	0%
Total Revenue:	**133,562**	**131,675**	**111,970**	**86,710**	**(25,260)**	**- 22%**
Total Unappropriated Budget:	**96,765**	**75,764**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**36,797**	**55,911**	**111,970**	**86,710**	**(25,260)**	**- 22%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	5,381	5,726	5,830	6,580	750	12%
Personnel Benefits	1,804	2,118	2,160	2,700	540	25%
Material & Supplies	29,613	48,068	68,300	68,400	100	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	35,680	9,030	(26,650)	- 74%
Total Expenditures:	**36,797**	**55,911**	**111,970**	**86,710**	**(25,260)**	**- 22%**

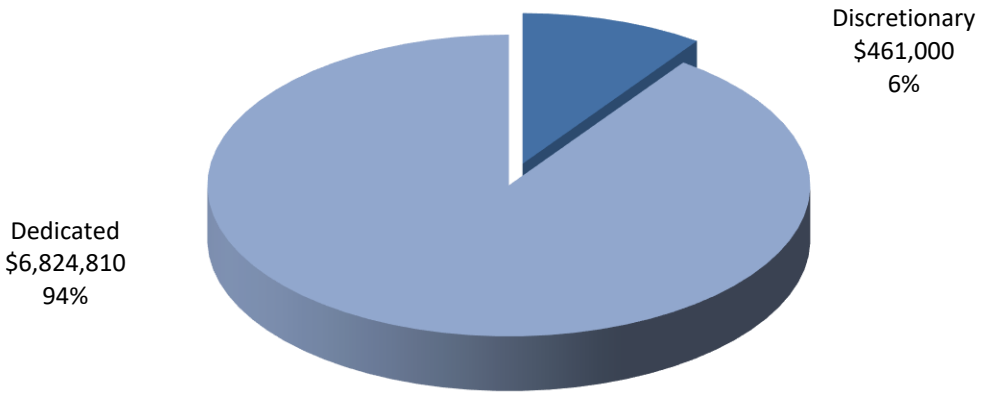
Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Administrative Assistant	0.10	0.10	0.10	0.10	0.00	0%
Total Personnel:	**0.10**	**0.10**	**0.10**	**0.10**	**0.00**	**0%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Administrative Assistant	82-1118	5,381	5,726	0	0	0	0%
Executive Assistant	82-1121	0	0	5,830	6,580	750	12%
F.I.C.A.	82-1950	419	444	460	510	50	10%
Retirement	82-1955	976	1,274	1,330	1,790	460	34%
Medical Waiver	82-1963	120	120	120	120	0	0%
Medical Insurance	82-1964	0	0	0	0	0	0%
Dental Insurance	82-1965	231	237	200	230	30	15%
HSA Contribution	82-1966	0	0	0	0	0	0%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life Insurance	82-1970	11	11	10	10	0	0%
Salary Continuation Insur	82-1972	15	17	20	20	0	0%
S.A.I.F.	82-1975	8	5	10	10	0	0%
Unemployment	82-1980	24	10	10	10	0	0%
Personnel Services Totals:		**7,185**	**7,844**	**7,990**	**9,280**	**1,290**	**16%**
Materials & Services							
Contractual Services	82-2471	28,313	46,668	67,000	67,000	0	0%
Indirect Cost Allocation	82-3210	1,300	1,400	1,300	1,400	100	7%
Materials & Services Totals:		**29,613**	**48,068**	**68,300**	**68,400**	**100**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	35,680	9,030	(26,650)	- 74%
Contingencies Totals:		**0**	**0**	**35,680**	**9,030**	**(26,650)**	**- 74%**
Total Expenditures:		**36,797**	**55,911**	**111,970**	**86,710**	**(25,260)**	**1**

Clatsop County Functions/Programs Budget
Public Health 2019-2020
Total $7,285,810



Organizational units included within this functional area in the order they appear within the budget document are:

Community Health
Tobacco Prevention
Immunization
Harm Reuction
Babies First
WIC
Family Planning
App. for Contingency 7
Emergency Preparedness
Onsite Sewage Systems
Environmental Health
Developmental Disabilities
Mental Health
Drug & Alcohol Prevention
Household Hazardous Waste

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The proposed expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

Community Health

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.
-Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
-Promote and encourage healthy behaviors.

Department Overview

The legal role of Public Health is to assure the health status of Clatsop County. The system is designated to guarantee every person access to Public Health Services, to promote health and to protect against diseases. Services include: Epidemiology and control of preventable diseases and disorders, parent and child health services, including family planning services; collection and reporting of health statistics; provision of health information and referral services.

Major Accomplishments

Continued stakeholder outreach pertaining to current CD issues.
The Harm Reduction program has saved over 45 lives and has collected over 280,000 dirty needles since October 2017.
CHART continued to be a leading health collaborative in the community; its membership rising during the year. Sixty-six (66) people are members.
Continued building capacity with key players in different community sectors and with Columbia and Tillamook County.
Conducted TB, syphilis and gonorrhea case investigations.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

CCPH has improved revenue streams from external sources to over $1 million.
A new Public Health Nurse II position will be contracted with DHS to support SNAP/TANFF programs through 2021.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	505	15,306	48,000	5,700	(42,300)	- 88%
Fed. - TB Epi Program	0	5,708	0	0	0	0%
TB Case Mgmt/Investigation	0	0	0	0	0	0%
Health Impact Assessment Grant	1,664	0	0	0	0	0%
Prescription Drug OD Preventio	11,110	35,387	95,000	0	(95,000)	- 100%
PE 10 STD Client Services	0	3,606	0	0	0	0%
PE 07 HIV Prevention	0	0	0	0	0	0%
Medicaid Match	0	205	0	0	0	0%
Columbia Co. IGA Revenue	0	1,000	0	0	0	0%
Mult Co Harm Red	0	0	60,000	0	(60,000)	- 100%
DHS Nursing	0	0	0	74,000	74,000	100%
State Support	41,877	45,773	41,500	45,760	4,260	10%
Tobacco Retail Licensing	0	0	0	0	0	0%
School Based Health Center	0	0	0	0	0	0%
St. - T B Epi Program	0	462	0	0	0	0%
HIV & STD Prevention Special N	1,864	0	0	10,000	10,000	100%
PE07 HIV Prevention Services	0	0	0	0	0	0%
PH Modern PE52 Capacity Bldg	0	27,630	75,000	500,000	425,000	566%
Immuniz.-Peri.Hep B	0	475	0	0	0	0%
Interest on Insurance Payments	3	0	0	0	0	0%
Public Health Donations	193	44	260	250	(10)	- 3%
Harm Reduction Donations	0	50,000	0	0	0	0%
OHSU Nutrition OR	0	0	0	0	0	0%
Col Pacific CCO Grant	0	17,500	0	0	0	0%
AFS Contract	0	15,025	5,000	0	(5,000)	- 100%
Rev. Refunds & Reim.	688	3,482	2,500	1,000	(1,500)	- 60%
Honorarium Fees	508	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Aids Test Fees - Pt	548	0	600	0	(600)	- 100%
Clinic Fees	8,439	15,298	6,640	9,700	3,060	46%
Adult Immunizations	9,910	16,027	11,000	13,500	2,500	22%
Vaccines Fees	6,270	2,137	4,000	2,500	(1,500)	- 37%
Influenza Vaccine Fees	57	2,695	2,000	0	(2,000)	- 100%
Vaccine - OHP	1,484	2,273	1,750	750	(1,000)	- 57%
CCO Imms	7,768	9,609	10,500	10,500	0	0%
Vaccine - Ins.	21,703	19,958	25,000	20,000	(5,000)	- 20%
Vital Statistics	30,585	33,270	35,000	37,000	2,000	5%
Copy Fees	5	13	0	0	0	0%
Franchise Fees	750	750	750	750	0	0%
Transfer From General	365,570	359,970	383,500	383,500	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Interest On Investments	6,642	13,810	3,500	7,200	3,700	105%

Total Revenue:	**518,143**	**697,412**	**811,500**	**1,122,110**	**310,610**	**38%**
Total Unappropriated Budget:	**15,306**	**46,932**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**502,837**	**650,480**	**811,500**	**1,122,110**	**310,610**	**38%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	236,914	291,986	384,650	316,650	(68,000)	- 17%
Personnel Benefits	110,512	139,017	197,310	197,440	130	0%
Material & Supplies	155,411	184,911	229,540	588,020	358,480	156%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	34,566	0	20,000	20,000	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**502,837**	**650,480**	**811,500**	**1,122,110**	**310,610**	**38%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Health Director	0.30	0.20	0.65	0.15	(0.50)	- 76%
Staff Assistant	1.45	1.45	1.45	1.35	(0.10)	- 6%
Clinical Provider	0.00	0.00	0.00	0.20	0.20	100%
Public Health Nurse II	1.70	1.55	2.85	2.25	(0.60)	- 21%
Accountant II	0.20	0.25	0.35	0.50	0.15	42%
Health Promotion Specialist	0.35	0.35	0.35	0.00	(0.35)	- 100%
Prev Program Coordinator	0.00	0.00	0.00	0.05	0.05	100%
Behavioral Health Specialist	0.00	0.00	0.00	0.20	0.20	100%
Total Personnel:	**4.00**	**3.80**	**5.65**	**4.70**	**(0.95)**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Healthy Communities: CHART Membership continues to remain strong and relevent	Count	33	66	66	66	66	67
Animal Bite/Exposure Reports/ Investigations	Count	21	64	99	82	54	50
Number of Electronic Lab Reports	Count	1,190	1,430	1,850	1,880	2,400	2,700
Number of Reportable Diseases	Count	154	200	301	304	350	300
Death Certificates Issued	Count	1,710	1,472	1,524	1,425	1,500	1,500
Birth Certificates Issued	Count	20	22	44	33	30	30
Timeliness of First Reports from LHD to State (<10 days)	Percent	100%	100%	100%	100%	100%	100%
Case Completion of Select Interviewed Cases:	Percent	66%	65%	68%	100%	100%	100%
Timeliness of Completion (<14 days)	Percent	95%	86%	92%	100%	100%	100%
Timeliness of Interviewed Cases (<10days)	Percent	100%	100%	90%	100%	100%	100%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Health Director	82-1086	26,189	36,829	67,220	16,820	(50,400)	- 74%
Staff Assistant	82-1191	63,561	62,936	68,520	64,070	(4,450)	- 6%
Clinical Provider	82-1201	0	0	0	17,530	17,530	100%
Public Health Nurse II	82-1209	112,121	151,343	204,860	172,340	(32,520)	- 15%
Accountant II	82-1848	12,129	18,355	20,860	30,480	9,620	46%
Health Promotion Specialist	82-1873	22,913	22,523	23,190	0	(23,190)	- 100%
Prev Program Coordinator	82-1882	0	0	0	3,910	3,910	100%
Behavioral Health Specialist	82-1887	0	0	0	11,500	11,500	100%
Extra Help Chn I	82-1905	14,935	11,968	5,000	12,000	7,000	140%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	152	475	0	0	0	0%
Performance Pay	82-1948	0	0	2,690	0	(2,690)	- 100%
F.I.C.A.	82-1950	18,320	22,181	30,010	25,140	(4,870)	- 16%
Retirement	82-1955	25,036	33,809	53,900	63,610	9,710	18%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	39,126	53,541	84,310	79,160	(5,150)	- 6%
Dental Insurance	82-1965	4,531	5,772	7,390	7,400	10	0%
HSA Contribution	82-1966	5,131	8,517	9,650	7,800	(1,850)	- 19%
Benefits Admin Fees	82-1967	66	102	80	150	70	87%
Life Insurance	82-1970	494	502	710	450	(260)	- 36%
Salary Continuation Insur	82-1972	361	415	500	370	(130)	- 26%
S.A.I.F.	82-1975	870	1,426	2,680	1,030	(1,650)	- 61%
Unemployment	82-1980	1,488	308	390	330	(60)	- 15%
Personnel Services Totals:		**347,426**	**431,003**	**581,960**	**514,090**	**(67,870)**	**- 11%**
Materials & Services							
Telephones	82-2070	2,098	533	800	860	60	7%
Unapportioned Projects	82-2129	0	0	0	67,880	67,880	100%
Insurance	82-2200	3,029	2,637	3,100	3,670	570	18%
OCHIN Billing Fees	82-2225	8,545	7,225	8,500	8,750	250	2%
OCHIN EMR Billing	82-2226	1,251	1,405	1,710	1,760	50	2%
Lockbox Fees	82-2230	1,155	1,111	1,400	1,500	100	7%
License And Permit Fees	82-2240	38	38	150	100	(50)	- 33%
Maintenance - Equipment	82-2260	1,077	2,136	500	1,000	500	100%
Software Maintenance	82-2265	0	0	0	50	50	100%
General Equipment	82-2268	397	0	0	0	0	0%
Medical Supplies	82-2345	1,254	1,923	2,340	10,000	7,660	327%
MAC Admin Fees	82-2350	295	275	350	560	210	60%
Membership Fees And Dues	82-2370	655	794	1,280	1,500	220	17%
Office Supplies	82-2410	626	774	650	600	(50)	- 7%
Books And Periodicals	82-2413	0	5	50	50	0	0%
Postage And Freight	82-2419	732	1,252	1,100	1,000	(100)	- 9%
Records And Forms	82-2422	238	368	330	400	70	21%

Printing And Reproduction	82-2425	1,123	1,365	1,200	1,250	50	4%
Prof And Spec Services	82-2450	0	349	0	30	30	100%
Office Furniture & Equipment	82-2454	0	2,906	500	1,000	500	100%
PC Equipment	82-2455	5,221	2,383	1,550	5,000	3,450	222%
Harm Reduction Expense	82-2457	0	15,270	5,000	0	(5,000)	- 100%
Contract Personnel	82-2470	1,200	1,200	1,200	600	(600)	- 50%
Contractual Services	82-2471	0	21,417	50,000	334,540	284,540	569%
Other Grant Expenses	82-2495	0	924	11,500	0	(11,500)	- 100%
Contractual Therapy Serv	82-2501	0	216	0	0	0	0%
Medical Services	82-2502	0	0	150	0	(150)	- 100%
Lab Services	82-2503	151	595	150	100	(50)	- 33%
Physical Exams	82-2505	0	0	0	0	0	0%
State Vaccines	82-2509	24,515	21,769	23,350	25,000	1,650	7%
Locally Owned Vaccine	82-2511	1,394	1,777	2,000	8,500	6,500	325%
TB Investigation 2015-2294	82-2515	0	48	0	0	0	0%
Health Impact Assessment Grant	82-2517	0	0	0	0	0	0%
PDOP Grant Expenses	82-2518	8,481	2,538	13,500	0	(13,500)	- 100%
HIV & STD Prevention Special N	82-2532	1,252	430	0	0	0	0%
SBHC Expense	82-2536	0	0	0	0	0	0%
OHSU Nutrition OR Exp	82-2538	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	148	324	100	500	400	400%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	71	0	0	0	0%
Educational Materials	82-2777	69	0	110	120	10	9%
Fuel - Vehicles	82-2852	0	455	750	800	50	6%
Vehicle Rental	82-2920	0	596	250	250	0	0%
Vehicle Maintenance & Use	82-2923	202	369	500	500	0	0%
Education And Training	82-2928	25	340	500	500	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	788	1,869	4,870	6,000	1,130	23%
Patient Refunds	82-3007	455	24	500	250	(250)	- 50%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	89,000	87,200	89,600	103,400	13,800	15%
Materials & Services Totals:		**155,411**	**184,911**	**229,540**	**588,020**	**358,480**	**156%**
Capital Outlay							
Automotive Equipment	82-4200	0	34,566	0	20,000	20,000	100%
Capital Outlay Totals:		**0**	**34,566**	**0**	**20,000**	**20,000**	**100%**
Total Expenditures:		**502,837**	**650,480**	**811,500**	**1,122,110**	**310,610**	**1**

New Vehicle

Department Priority:	1
Location:	Public Health
Link to Other Project(s):	None
Description:	A new or slightly used vehicle
Justification:	As Public Health continues to expand and provide more services to the community, we are needing transportation for in-county and out-of-county travel. A new or slightly-used vehicle will meet our needs for a larger fleet.
Alternatives:	Renting a car is not a permanent solution. The other vehicles in the fleet have designated and priority programs identified.
Operating Impact:	Will improve efficiency and provide another reliable vehicle for inspecting on-site sewage systems.
Request Type:	○ Replacement ◉ Addition
Request Category:	○ Building ○ Land ◉ Automotive ○ Office Equipment ○ Computer ○ Other

		Total
Unit Quantity:	1	
Unit Cost:	20,000	20,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**20,000**	**20,000**

Tobacco Prevention

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.
-Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
-Promote and encourage healthy behaviors.

Department Overview

These funds are derived from Measure 44 (tobacco increase) monies. The goals of the program, as administered by the Oregon Health Authority, are to:
1) Reduce youth access to tobacco;
2) Create tobacco-free environments;
3) Decrease advertising and promotion of tobacco products;
4) Encourage cessation of smoking by current tobacco users;
The County Department of Public Health is the local lead agency for this program.

Major Accomplishments

Led tri-county initiative to streamline tobacco cessation opportunities and services. This includes piloting a texting program called Care Message with funding from the CCO, and working with the clinics to adapt workflow to increase interventions.
Continued providing guidance on Way to Wellville's Strategic Leadership council through June
Provided technical assistance for the successful Clatsop Community College Tobacco-Free Campus policy.
Provided technical assistance and co-chaired Tobacco Free Coalition of Clatsop County to develop local infrastructure and promoted public policy around tobacco-free environments.
Assessed youth intervention practices and worked with Prevention Works to develop a program to reduce youth initiation of tobacco.
Maintained compliance with the Indoor Clean Air Act, enforced and responded to complaints and violations of the Smoke-free Workplace Law.
Continued to build capacity for tobacco retail licensure adoption and a Tobacco 21 Policy.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

Tobacco funding is calculated on a base amount in addition to per capita funding. Administrative dollars will be to support grant initiatives.
New funding was secured through a Strategies for Policy And enviRonmental Change (SPArC) Tobacco-Free grant in October 2018. SPArC funds will likely be available through the end of 2019.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	79,370	79,370	100%
Tobacco Prevention	50,218	51,706	64,250	64,100	(150)	- 0%
SPArC Funding	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	1	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Franchise Fees	90	90	90	90	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	**50,308**	**51,797**	**64,340**	**143,560**	**79,220**	**123%**
Total Unappropriated Budget:	**0**	**(7,170)**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**50,308**	**58,967**	**64,340**	**143,560**	**79,220**	**123%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	26,096	35,434	35,330	68,850	33,520	94%
Personnel Benefits	7,349	9,110	9,990	37,990	28,000	280%
Material & Supplies	16,862	14,423	19,020	36,720	17,700	93%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**50,308**	**58,967**	**64,340**	**143,560**	**79,220**	**123%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.10	0.05	0.10	0.05	100%
Accountant II	0.00	0.00	0.00	0.10	0.10	100%
Health Promotion Specialist	0.45	0.60	0.60	0.80	0.20	33%
Prev Program Coordinator	0.00	0.00	0.00	0.10	0.10	100%
Total Personnel:	**0.50**	**0.70**	**0.65**	**1.10**	**0.45**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Increase # of calls to state quit line and other quit resources	Count	100	0	100	80	0	0
Implement tighter policy for Parks	Count	5	0	0	0	0	0
Tobacco Retail Licesning	Count	0	0	0	0	1	1
Improve ICAA stipulations	Count	0	0	0	0	1	1
Reduce teen smoking rates: 11th graders	Percent	15%	20%	18%	15%	5%	5%
Reduce teen vaping by 11th graders	Percent	0%	0%	0%	0%	0%	10%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Health Director	82-1086	7,485	5,508	5,170	11,210	6,040	116%
Accountant II	82-1848	654	1,006	0	6,100	6,100	100%
Health Promotion Specialist	82-1873	17,957	28,920	30,160	43,710	13,550	44%
Prev Program Coordinator	82-1882	0	0	0	7,830	7,830	100%
Extra Help	82-1941	0	0	0	10,000	10,000	100%
Performance Pay	82-1948	0	0	210	0	(210)	- 100%
F.I.C.A.	82-1950	1,953	2,696	2,720	6,030	3,310	121%
Retirement	82-1955	2,057	4,049	4,830	12,460	7,630	157%
Medical Waiver	82-1963	60	300	0	0	0	0%
Medical Insurance	82-1964	2,364	1,127	1,030	6,310	5,280	512%
Dental Insurance	82-1965	288	485	750	2,050	1,300	173%
HSA Contribution	82-1966	200	100	100	600	500	500%
Benefits Admin Fees	82-1967	9	5	10	10	0	0%
Life Insurance	82-1970	64	83	80	100	20	25%
Salary Continuation Insur	82-1972	49	84	50	110	60	120%
S.A.I.F.	82-1975	122	136	170	240	70	41%
Unemployment	82-1980	182	47	40	80	40	100%
Personnel Services Totals:		**33,446**	**44,545**	**45,320**	**106,840**	**61,520**	**135%**
Materials & Services							
Telephones	82-2070	654	110	110	120	10	9%
Unapportioned Projects	82-2129	0	0	4,000	21,520	17,520	438%
Insurance	82-2200	493	996	1,200	660	(540)	- 45%
Maintenance - Equipment	82-2260	745	0	0	0	0	0%
Membership Fees And Dues	82-2370	235	160	490	320	(170)	- 34%
Office Supplies	82-2410	473	65	200	250	50	25%
Books And Periodicals	82-2413	330	135	100	150	50	50%
Postage And Freight	82-2419	2	4	100	100	0	0%
Printing And Reproduction	82-2425	64	1,192	1,200	750	(450)	- 37%
Office Furniture & Equipment	82-2454	0	614	0	500	500	100%
PC Equipment	82-2455	0	190	190	1,200	1,010	531%
Contractual Services	82-2471	6,600	0	0	0	0	0%
Tobacco Prevention	82-2512	0	968	0	0	0	0%
Advertising	82-2605	539	0	0	0	0	0%
Meetings/ Hosting	82-2750	160	0	0	200	200	100%
Educational Materials	82-2777	0	0	40	50	10	25%
Fuel - Vehicles	82-2852	0	151	180	200	20	11%
Vehicle Rental	82-2920	0	185	0	0	0	0%
Vehicle Maintenance & Use	82-2923	24	0	0	0	0	0%
Education And Training	82-2928	12	1,165	0	0	0	0%
Reimbursed Travel Expense	82-2930	33	1,688	4,610	3,500	(1,110)	- 24%
Indirect Cost Allocation	82-3210	6,500	6,800	6,600	7,200	600	9%
Materials & Services Totals:		**16,862**	**14,423**	**19,020**	**36,720**	**17,700**	**93%**

Total Expenditures:		50,308	58,967	64,340	143,560	79,220	1

Immunization

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.
-Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
-Promote and encourage healthy behaviors.

Department Overview

The grant supports community outreach activities that promote adequate immunization levels for children and will be used to facilitate coordination of activities that will ensure adequate levels of community protection by immunizing young children and reducing the incidence of vaccine preventable disease. This involves work with educating private and public providers of immunizations and child care, Head Start and other preschools, elementary, and middle schools staff in the implementation and documentation of the legal and recommended requirements and informing parents about the new requirements so that they may cooperate in meeting the immunization timeliness.

Major Accomplishments

Immunization program implemented the strategic plan to increase the UTD immunization rate of children less than 2 years to the state bench mark of at least 75%.
Continued working with Clatsop Community College Medical Assistant, Work Experience, and Nursing Programs.
Hired Chel Baker for Immunization Coordinator
Triennial Review found no findings
Assisted delegate to train new staff regarding vaccinations and use of Alert IIS state data base for immunizations
Established a vaccine recall for past due childhood vaccinations
Increased number of insurance contracts to receive greater revenue.
Participated in 2017 Homeless Connect
Provided HPV vaccination outreach to youth 9-18 yrs. that have been seen in our clinic and who have not completed their 3 dose series.
Implemented HPV recall process

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

Worked with the state immunization department to increase number of insurance contracts to receive greater revenue.
The increased number of covered community members has led to increased revenue in this Org unit.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	8,170	8,170	100%
Or Health Immun Project	11,593	5,606	14,140	30,660	16,520	116%
St. - OR Health Immun Project	0	5,606	0	0	0	0%
IO Mini Grant	0	0	0	0	0	0%
NWRESD Vaccine Project	0	0	0	0	0	0%
Total Revenue:	**11,593**	**11,212**	**14,140**	**38,830**	**24,690**	**174%**
Total Unappropriated Budget:	**0**	**(618)**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**11,593**	**11,830**	**14,140**	**38,830**	**24,690**	**174%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	6,575	6,549	7,290	12,340	5,050	69%
Personnel Benefits	3,697	3,453	3,810	6,000	2,190	57%
Material & Supplies	1,321	1,828	3,040	20,490	17,450	574%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**11,593**	**11,830**	**14,140**	**38,830**	**24,690**	**174%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Health Nurse II	0.10	0.10	0.10	0.10	0.00	0%
Total Personnel:	**0.10**	**0.10**	**0.10**	**0.10**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of vaccinations provided	Count	1,308	1,100	1,100	1,230	1,550	1,750
Number of outreach clinics conducted includes all types of vaccines	Count	0	0	12	15	30	50
LPHA shall increase 4th DTaP coverage rate for 24 month old by one percentage point and/or maintain rate at > 90%	Percent	81%	80%	100%	100%	100%	100%
LPHA will ensure that 80% of newborns exposed to peri-natal hepatitis B receive immunization series by 15 months of age.	Percent	100%	100%	100%	100%	100%	100%
HPV Outreach-recall notices will be sent to guardians of children ages 9-18 yrs who have previously received 1-2 vaccines at CCDPH	Percent	0%	50%	0%	100%	100%	100%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Health Nurse II	82-1209	6,575	6,549	7,290	12,340	5,050	69%
Accountant II	82-1848	0	0	0	0	0	0%
Extra Help-Clinical	82-1905	0	71	0	0	0	0%
Overtime	82-1945	478	16	0	0	0	0%
F.I.C.A.	82-1950	481	472	560	940	380	67%
Retirement	82-1955	739	865	990	2,230	1,240	125%
Medical Insurance	82-1964	1,537	1,576	1,780	2,320	540	30%
Dental Insurance	82-1965	180	175	160	230	70	43%
HSA Contribution	82-1966	192	209	200	200	0	0%
Benefits Admin Fees	82-1967	3	3	10	10	0	0%
Life Insurance	82-1970	13	12	10	10	0	0%
Salary Continuation Insur	82-1972	9	10	10	10	0	0%
S.A.I.F.	82-1975	19	35	80	40	(40)	- 50%
Unemployment	82-1980	47	10	10	10	0	0%
Personnel Services Totals:		**10,272**	**10,002**	**11,100**	**18,340**	**7,240**	**65%**
Materials & Services							
Telephones	82-2070	61	110	110	120	10	9%
Unapportioned Projects	82-2129	0	0	600	19,070	18,470	3078%
General Equipment	82-2268	0	0	250	0	(250)	- 100%
Medical Supplies	82-2345	0	0	80	0	(80)	- 100%
Membership Fees And Dues	82-2370	150	160	200	200	0	0%
Office Supplies	82-2410	0	0	0	0	0	0%
Postage And Freight	82-2419	0	13	0	0	0	0%
Printing And Reproduction	82-2425	10	13	0	0	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
PC Equipment	82-2455	0	200	200	0	(200)	- 100%
Adult Imm. Grant Expense	82-2491	0	0	0	0	0	0%
IO Mini Grant Expense	82-2539	0	0	0	0	0	0%
NWRESD Vaccine Project Exp.	82-2560	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	400	0	(400)	- 100%
Fuel - Vehicles	82-2852	0	11	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	0	0	300	0	(300)	- 100%
Reimbursed Travel Expense	82-2930	0	222	0	0	0	0%
Indirect Cost Allocation	82-3210	1,100	1,100	900	1,100	200	22%
Materials & Services Totals:		**1,321**	**1,828**	**3,040**	**20,490**	**17,450**	**574%**
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**11,593**	**11,830**	**14,140**	**38,830**	**24,690**	**1**

Maternal & Child Health

Mission Statement

Department Overview

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Budget Highlights

This Org Unit has been dissolved into Org Unit 4133.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	2,279	21,604	16,500	0	(16,500)	- 100%
M.C.H. Grant	3,940	1,777	3,950	0	(3,950)	- 100%
MCH Title V - CAH	6,450	5,753	5,750	0	(5,750)	- 100%
MCH Title V - Flex Funds	15,048	12,864	12,000	0	(12,000)	- 100%
M.C.H. Prenatal Grant	2,100	861	2,100	0	(2,100)	- 100%
St. - MCH-CAH-GF	0	1,777	0	0	0	0%
St. - MCH Prenatal - GF	0	1,033	0	0	0	0%
Rev. Refunds & Reim.	718	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Maternity Case Management	2,493	119	1,000	0	(1,000)	- 100%
Lactation Consult	816	0	0	0	0	0%
Franchise Fees	90	0	0	0	0	0%
Transfer From General	28,800	0	0	0	0	0%
Total Revenue:	**62,734**	**45,786**	**41,300**	**0**	**(41,300)**	**0%**
Total Unappropriated Budget:	**21,604**	**15,996**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**41,130**	**29,790**	**41,300**	**0**	**(41,300)**	**- 100%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	25,885	16,215	18,880	0	(18,880)	- 100%
Personnel Benefits	7,923	5,672	6,920	0	(6,920)	- 100%
Material & Supplies	7,321	7,904	15,500	0	(15,500)	- 100%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**41,130**	**29,790**	**41,300**	**0**	**(41,300)**	**- 100%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.00	0.00	0.00	0.00	0%
Public Health Nurse II	0.40	0.50	0.25	0.00	(0.25)	- 100%
Total Personnel:	**0.45**	**0.50**	**0.25**	**0.00**	**(0.25)**	**- 100%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of MCM clients only	Count	0	0	0	0	0	0
Percent of clients duplicated in all MCM programs	Percent	2%	0%	0%	0%	0%	0%
Percent of clients referred to MCM from WIC	Percent	75%	71%	75%	72%	0%	0%
Percent of clients who are uninsured	Percent	4%	4%	20%	22%	0%	0%
Percent of clients who use tobacco before and during pregnancy	Percent	50%	61%	55%	56%	0%	0%
Percent of clients who receive regular prenatal care	Percent	83%	91%	92%	92%	0%	0%
Percent of clients referred to a primary care provider	Percent	100%	57%	95%	92%	0%	0%
Percent of clients referred for immunizations	Percent	100%	100%	100%	100%	0%	0%
Percent of clients referred for family planning 1st post partum home visit	Percent	92%	96%	100%	100%	0%	0%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Health Director	82-1086	1,236	0	0	0	0	0%
Staff Assistant	82-1191	0	673	0	0	0	0%
Public Health Nurse II	82-1209	24,650	15,542	18,880	0	(18,880)	- 100%
Extra Help-Clinical	82-1905	83	196	0	0	0	0%
Overtime	82-1945	131	57	0	0	0	0%
F.I.C.A.	82-1950	1,966	1,211	1,440	0	(1,440)	- 100%
Retirement	82-1955	1,286	1,995	2,080	0	(2,080)	- 100%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	2,712	1,537	2,620	0	(2,620)	- 100%
Dental Insurance	82-1965	323	178	260	0	(260)	- 100%
HSA Contribution	82-1966	1,067	400	400	0	(400)	- 100%
Benefits Admin Fees	82-1967	10	10	10	0	(10)	- 100%
Life Insurance	82-1970	25	10	20	0	(20)	- 100%
Salary Continuation Insur	82-1972	25	17	10	0	(10)	- 100%
S.A.I.F.	82-1975	79	26	60	0	(60)	- 100%
Unemployment	82-1980	215	35	20	0	(20)	- 100%
Personnel Services Totals:		**33,809**	**21,886**	**25,800**	**0**	**(25,800)**	**0%**
Materials & Services							
Telephones	82-2070	197	110	110	0	(110)	- 100%
Unapportioned Projects	82-2129	0	0	7,600	0	(7,600)	- 100%
Insurance	82-2200	0	0	0	0	0	0%
Medical Supplies	82-2345	0	0	50	0	(50)	- 100%
Membership Fees And Dues	82-2370	0	10	30	0	(30)	- 100%
Office Supplies	82-2410	117	122	240	0	(240)	- 100%
Postage And Freight	82-2419	365	361	340	0	(340)	- 100%
Printing And Reproduction	82-2425	54	106	150	0	(150)	- 100%
Advertising	82-2605	0	0	10	0	(10)	- 100%
Fuel - Vehicles	82-2852	0	87	220	0	(220)	- 100%
Vehicle Maintenance & Use	82-2923	79	0	50	0	(50)	- 100%
Education And Training	82-2928	0	774	300	0	(300)	- 100%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	178	25	300	0	(300)	- 100%
Community Connections	82-3085	30	10	0	0	0	0%
Indirect Cost Allocation	82-3210	6,300	6,300	6,100	0	(6,100)	- 100%
Materials & Services Totals:		**7,321**	**7,904**	**15,500**	**0**	**(15,500)**	**0%**
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**41,130**	**29,790**	**41,300**	**0**	**(41,300)**	**(1)**

Babies First

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.
-Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
-Promote and encourage healthy behaviors.

Department Overview

Babies First is a component of the Child and Adolescent Health Services block grant. Babies First is aimed at improving the early identification of infants and young children who are at risk of developmental delay because of health/medical and/or social problems. Through home visits, a Public Health Nurse assesses the health and development of infants and young children, and provides appropriate interventions and referrals. The program is part of a state wide data collection system which screens and tracks these at-risk infants.
CaCoon program dollars are also appropriated in this organizational unit-these funds are administered by OHSU for case-management of children compromised by chronic health conditions and developmentally delayed infants and children up to age 18. Babies First funds may be used to visit CaCoon children and the combination of these funding streams makes better use of nurse time and accurately reflects nursing practices.
Community Connections dollars are an additional revenue and service delivery program within this budget. Community Connections is a multi-disciplinary case-management clinic which coordinates the many medical and educational professionals involved with infants and children who are often part of the CaCoon and Babies First programs. The CaCoon nurse is usually present at these clinics and the Community Connections funds finance administrative support time to coordinate Community Connections clinics which bring to the local area many professionals from the metro universities and hospitals to assist in the diagnosis, care delivery, and case management of children with complex physical and behavioral health needs.

Major Accomplishments

Hired Masters-trained PH Nurse
Completed Triennial Review with no findings
Used electronic billing in real-time in ORCHIDS & Electronic Medical Records for health department clinics (EMR).
Provided Up-To-Date reporting of all MCH (Maternal Child health) functions for the Babies First Program and CaCoon program.
Actively participated as a member of the North Coast Breast Feeding Coalition and CCN team.
Hired and trained casual MCH nurse
Successfully billed for lactation services by OHP and private insurance companies.
Continued participation in Community Connections multidisciplinary assessment and referral clinics and began seeking sustainable funding sources
Continued participation in the NC Breastfeeding Coalition
Continued participation in Early Childhood Group LICC,

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

Org unit 4130 is being eliminated and revenues/expenditures from Org unit 4130 are being folded into Org unit 4133 due to funding streams for these program being combined at the State level, therefore both the revenues and expenses in this org unit have increased by more than double.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	20,388	19,976	26,500	30,170	3,670	13%
MCH-CAH - GF	0	0	0	3,900	3,900	100%
MCH Title V - CAH	0	0	0	6,310	6,310	100%
MCH Title V - Flex Funds	0	0	0	14,720	14,720	100%
MCH Prenatal - GF	0	0	0	2,080	2,080	100%
Babies 1st	6,511	6,061	6,490	6,640	150	2%
Comm Connections	9,333	4,000	0	3,000	3,000	100%
Friends of Columbia	0	20,000	0	0	0	0%
HSAC Grant	0	0	0	15,000	15,000	100%
HSAC Grant	0	0	0	0	0	0%
CaCoon-cdrc	4,053	19,456	12,160	12,160	0	0%
NW Regional ESD	0	10,000	10,000	10,000	0	0%
NNPHI Clatsop/Columbia CCN Awa	7,393	689	0	0	0	0%
Rev. Refunds & Reim.	484	1,685	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Babies First Fees	63,489	83,579	69,650	180,000	110,350	158%
Lactation Consult	0	0	0	0	0	0%
Transfer From General	20	10,000	0	0	0	0%
Total Revenue:	**111,671**	**175,446**	**124,800**	**283,980**	**159,180**	**127%**
Total Unappropriated Budget:	**19,976**	**45,543**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**91,695**	**129,903**	**124,800**	**283,980**	**159,180**	**127%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	60,801	76,436	83,420	171,450	88,030	105%
Personnel Benefits	22,445	36,901	33,440	75,080	41,640	124%
Material & Supplies	8,449	16,566	7,940	37,450	29,510	371%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**91,695**	**129,903**	**124,800**	**283,980**	**159,180**	**127%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.00	0.00	0.00	0.00	0%
Staff Assistant	0.05	0.05	0.10	0.20	0.10	100%
Public Health Nurse II	0.70	0.75	1.00	2.00	1.00	100%
Accountant II	0.05	0.05	0.05	0.10	0.05	100%
Total Personnel:	**0.85**	**0.85**	**1.15**	**2.30**	**1.15**	**100%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of Babies First and CaCoon Clients	Count	138	143	152	160	320	323
Percent of clients duplicated in BF/CaCoon programs	Percent	1%	2%	32%	45%	55%	55%
Percent of clients refered to BF/CaCoon from WIC	Percent	43%	39%	40%	55%	65%	65%
Percent of BF visits where child development is documented in ORCHIDs	Percent	100%	100%	100%	100%	100%	100%
Percent of BF visits where well child care is documented in ORCHIDS	Percent	100%	100%	100%	100%	100%	100%
Percent of CaCoon visits where child development is documented in ORCHIDS	Percent	100%	100%	100%	100%	100%	100%
Percent of CaCoon visits where well child care is documented in ORCHIDS	Percent	100%	100%	100%	100%	100%	100%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Health Director	82-1086	974	2,587	0	0	0	0%
Staff Assistant	82-1191	3,496	4,915	4,650	9,750	5,100	109%
Public Health Nurse II	82-1209	53,518	66,363	75,790	155,600	79,810	105%
Accountant II	82-1848	2,812	2,571	2,980	6,100	3,120	104%
Extra Help-Clinical	82-1905	1,229	4,108	0	0	0	0%
Overtime	82-1945	76	271	0	0	0	0%
F.I.C.A.	82-1950	4,603	5,912	6,380	13,120	6,740	105%
Retirement	82-1955	3,797	9,973	9,880	31,030	21,150	214%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	9,041	12,805	13,370	24,250	10,880	81%
Dental Insurance	82-1965	1,039	1,371	1,310	3,100	1,790	136%
HSA Contribution	82-1966	1,845	1,950	1,950	2,450	500	25%
Benefits Admin Fees	82-1967	19	19	20	20	0	0%
Life Insurance	82-1970	97	121	100	220	120	120%
Salary Continuation Insur	82-1972	55	75	70	170	100	142%
S.A.I.F.	82-1975	184	215	280	550	270	96%
Unemployment	82-1980	461	82	80	170	90	112%
Personnel Services Totals:		**83,246**	**113,337**	**116,860**	**246,530**	**129,670**	**110%**
Materials & Services							
Telephones	82-2070	522	630	650	760	110	16%
Unapportioned Projects	82-2129	0	3,800	0	16,410	16,410	100%
Program Supplies	82-2140	162	491	150	500	350	233%
Insurance	82-2200	985	498	600	1,180	580	96%
General Equipment	82-2268	0	102	0	0	0	0%
Medicaid Reimbursement	82-2342	0	0	0	0	0	0%
Medical Supplies	82-2345	37	25	50	50	0	0%
Membership Fees And Dues	82-2370	10	20	80	50	(30)	- 37%
Office Supplies	82-2410	157	476	100	250	150	150%
Books And Periodicals	82-2413	0	0	0	100	100	100%
Postage And Freight	82-2419	0	81	40	150	110	275%
Printing And Reproduction	82-2425	94	202	100	200	100	100%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
PC Equipment	82-2455	291	190	190	2,500	2,310	1215%
NNPHI Clats./Col. CCN Award Ex	82-2527	0	3,355	0	0	0	0%
HSAC Grant Expense	82-2537	0	0	0	0	0	0%
Advertising	82-2605	0	38	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	150	150	100%
Fuel - Vehicles	82-2852	0	328	300	200	(100)	- 33%
Vehicle Rental	82-2920	0	67	0	0	0	0%
Vehicle Maintenance & Use	82-2923	397	0	200	150	(50)	- 25%
Education And Training	82-2928	0	826	650	1,500	850	130%

Reimbursed Travel Expense	82-2930	893	379	330	600	270	81%
Community Connections	82-3085	0	158	0	0	0	0%
Indirect Cost Allocation	82-3210	4,900	4,900	4,500	12,700	8,200	182%
Materials & Services Totals:		**8,449**	**16,566**	**7,940**	**37,450**	**29,510**	**371%**
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**91,695**	**129,903**	**124,800**	**283,980**	**159,180**	**1**

W I C Program

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.
-Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
-Promote and encourage healthy behaviors.

Department Overview

The Women, Infants and Children (WIC) program is offered to high-risk pregnant, nursing and postpartum women, infants and children under age five. Families must have incomes of less than 185% of poverty guidelines. Participants who are certified to the program attend clinics and receive food vouchers that are redeemed in local grocery stores for specific nutritious foods. Educational classes and counseling are provided to increase knowledge and encourage the ongoing use of good nutrition. The height and weight of participating children are monitored regularly, along with other childhood milestones and referrals are made to appropriate medical/social agencies when necessary.

Major Accomplishments

Provided nutrition group education from June to September at the River People Farmers Market.
Continued the Breastfeeding Coalition for the North Coast.
WIC staff serves as a compliance investigator assuring compliancy and integrity of WIC vendors.
Collaborated with the Healthy Families program.
Continued partnership with Tyack Dental that provides free dental check-ups and fluoride applications for children and infants.
Continued partnership with OSU Extension to provide food tastings and recipes to WIC families that can be purchased with their food vouchers.
Served an authorized caseload of 97% level or greater.
Continued community outreach via radio show, and local partners.
Continued support of Breastfeeding Coalition.
Provided home certifications for large families with transportation challenges.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

The org unit projected to maintain funding levels for FY 19-20.
WIC staff will be working to increase WIC participation even further in FY 19-20.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	13,252	21,349	3,000	32,260	29,260	975%
WIC Grant	183,921	169,667	186,500	165,280	(21,220)	- 11%
OHSU Nutrition OR	0	0	0	0	0	0%
WIC Supplies	0	0	4,500	0	(4,500)	- 100%
Rev. Refunds & Reim.	738	9	4,500	4,500	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Franchise Fees	380	380	380	380	0	0%
Transfer From General	53,000	49,600	62,500	62,500	0	0%
Total Revenue:	**251,291**	**241,005**	**261,380**	**264,920**	**3,540**	**1%**
Total Unappropriated Budget:	**21,349**	**(10,513)**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**229,942**	**251,517**	**261,380**	**264,920**	**3,540**	**1%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	117,216	124,701	106,810	118,630	11,820	11%
Personnel Benefits	48,467	50,611	83,970	62,650	(21,320)	- 25%
Material & Supplies	64,259	76,205	70,600	83,640	13,040	18%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**229,942**	**251,517**	**261,380**	**264,920**	**3,540**	**1%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.00	0.00	0.00	0.00	0%
Staff Assistant	0.60	0.55	0.55	0.45	(0.10)	- 18%
Public Health Nurse II	0.20	0.20	0.20	0.00	(0.20)	- 100%
Accountant II	0.05	0.05	0.05	0.00	(0.05)	- 100%
WIC Nutrition Aide	1.68	1.68	1.68	2.00	0.32	19%
Total Personnel:	**2.58**	**2.48**	**2.48**	**2.45**	**(0.03)**	**- 1%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Numbers of women, infants, and children on authorized caseload	Count	1,230	1,134	1,150	1,050	1,000	900
Numbers of woman, infants, and children who participated in WIC	Count	2,097	1,134	1,100	1,005	995	800
Total dollars authorized to WIC retailers in Clatsop County		$723,749	$700,000				
Farm direct dollars to farmers in Clatsop County		$4804	$5000				
Percentage of pregnant women in Clatsop County served by WIC	Percent	51%	51%	51%	51%	60%	70%
Percentage of participants attending nutrition education classes	Percent	64%	65%	60%	55%	60%	70%
Percent WIC moms who start out breastfeeding	Percent	87%	85%	85%	89%	90%	95%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Health Director	82-1086	974	0	0	0	0	0%
Staff Assistant	82-1191	23,348	26,382	26,550	20,710	(5,840)	- 22%
Public Health Nurse II	82-1209	13,597	16,680	0	0	0	0%
Accountant II	82-1848	2,798	3,039	2,980	0	(2,980)	- 100%
WIC Nutrition Aide	82-1871	76,498	78,600	77,280	97,920	20,640	26%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	394	0	0	0	0	0%
F.I.C.A.	82-1950	8,274	8,985	8,170	9,080	910	11%
Retirement	82-1955	19,834	22,072	21,860	22,120	260	1%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	14,099	13,437	44,270	25,230	(19,040)	- 43%
Dental Insurance	82-1965	1,855	1,699	4,230	2,370	(1,860)	- 43%
HSA Contribution	82-1966	2,380	3,613	4,510	2,900	(1,610)	- 35%
Benefits Admin Fees	82-1967	39	40	40	50	10	25%
Life Insurance	82-1970	197	185	200	200	0	0%
Salary Continuation Insur	82-1972	192	177	190	180	(10)	- 5%
S.A.I.F.	82-1975	350	258	390	400	10	2%
Unemployment	82-1980	853	146	110	120	10	9%
Personnel Services Totals:		**165,683**	**175,312**	**190,780**	**181,280**	**(9,500)**	**- 4%**
Materials & Services							
Telephones	82-2070	1,540	802	850	900	50	5%
Unapportioned Projects	82-2129	0	0	0	9,390	9,390	100%
Insurance	82-2200	1,971	1,991	2,400	1,180	(1,220)	- 50%
Maintenance - Equipment	82-2260	465	1,849	500	250	(250)	- 50%
General Equipment	82-2268	1,016	1,596	0	0	0	0%
Breastfeeding Grant	82-2343	0	0	0	0	0	0%
Medical Supplies	82-2345	89	1,061	300	200	(100)	- 33%
WIC Supplies	82-2348	4,294	404	5,100	5,000	(100)	- 1%
Membership Fees And Dues	82-2370	155	130	160	180	20	12%
Office Supplies	82-2410	273	185	400	250	(150)	- 37%
Books And Periodicals	82-2413	0	0	20	40	20	100%
Postage And Freight	82-2419	1,488	1,974	1,600	1,200	(400)	- 25%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	737	1,472	750	800	50	6%
Office Furniture & Equipment	82-2454	0	5,358	0	0	0	0%
PC Equipment	82-2455	0	1,625	780	2,500	1,720	220%
Contract Personnel	82-2470	0	0	0	0	0	0%
Registered Dietician	82-2500	2,400	2,400	3,000	2,400	(600)	- 20%
JSI Research BF Award	82-2514	0	0	0	0	0	0%
OHSU Nutrition OR Exp	82-2538	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	100	0	(100)	- 100%
Advertising	82-2605	0	38	0	0	0	0%

Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Educational Materials	82-2777	35	0	150	50	(100)	- 66%
Fuel - Vehicles	82-2852	0	362	300	350	50	16%
Vehicle Rental	82-2920	0	95	0	250	250	100%
Vehicle Maintenance & Use	82-2923	274	1,045	600	500	(100)	- 16%
Education And Training	82-2928	0	320	200	200	0	0%
Reimbursed Travel Expense	82-2930	720	1,999	3,990	4,000	10	0%
Indirect Cost Allocation	82-3210	48,800	51,500	49,400	54,000	4,600	9%
Materials & Services Totals:		**64,259**	**76,205**	**70,600**	**83,640**	**13,040**	**18%**
Total Expenditures:		**229,942**	**251,517**	**261,380**	**264,920**	**3,540**	**1**

Family Planning

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.
-Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
-Promote and encourage healthy behaviors.

Department Overview

Family Planning Services are offered with the objective of helping to minimize the social economic, mental and physical health problems of children and their parents, through provision of knowledge and methods of planning and spacing children. Clinics and outreach efforts are staffed by a part-time Women's Health care Practitioner funded in part by a grant from the Oregon Health Division and by a part-time Public Health nurse and administrative staff who are funded largely by fees. There are clinics in Astoria and Seaside. Reduction of unintended pregnancy is the primary goal, including prevention of adolescent pregnancies. Staff participate in a variety of community planning and outreach activities.

Major Accomplishments

Continued to investigate increasing services and revenue opportunities.
Continued outreach to our local schools on disseminating information to teens for all available services.
Participated in Project Homeless Connect - education of homeless men and women and teens for availability of services for little or no cost to the patient.
Continued working relationship with Clatsop Community College regarding the Nursing, Medical Assistant and Cooperative Work Experience programs giving young women and men the opportunity to work in a clinical environment for their practicum rotations and learning opportunities.
Began posting services on Public Health Facebook page
Enhanced care of clinical clients by providing HPV testing for females age 24-30 yrs. who have had a history of an abnormal pap.
Conducted outreach to local high schools and Clatsop Community College to present information regarding birth control options, STDs, and available services.
Completing a contract with Washington State Medicaid to provide services to clients who reside across the border.
Implemented new state protocols
Began services for males.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

Made improvements in assuring clients have long-acting reversible contraception which decreases annual revenue but improves public health outcomes over time.
Public Health Staff are developing outreach plans and techniques to increase the number of females and males seeking Family Planning services.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	5,284	40	22,000	40,570	18,570	84%
Fed. - Family Planning	25,986	15,334	22,450	0	(22,450)	- 100%
RH Community Participation	0	0	0	12,400	12,400	100%
Medicaid Match	44,568	70,640	43,000	56,500	13,500	31%
Interest on Insurance Payments	8	0	0	0	0	0%
Public Health Donations	1,665	1,544	2,500	2,500	0	0%
OHSU HPV Vac Support	5,000	0	0	0	0	0%
American Cancer Soc. HPV Grant	0	7,500	2,500	0	(2,500)	- 100%
Rev. Refunds & Reim.	0	385	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Family Planning Fees	5,376	2,672	5,600	2,500	(3,100)	- 55%
CCARE Fees	49,680	45,970	93,000	64,000	(29,000)	- 31%
CCARE Drugs	13,240	12,972	35,000	15,000	(20,000)	- 57%
CCARE Lab Tests	1,714	997	3,000	1,500	(1,500)	- 50%
Vasectomy Revenue	800	0	5,000	3,000	(2,000)	- 40%
Vasectomy Revenue OVP	0	0	0	0	0	0%
Private Insurance Fees	14,739	12,061	12,500	10,000	(2,500)	- 20%
Omap Fees	13,360	5,370	9,500	5,000	(4,500)	- 47%
CCO Fees	28,244	28,915	30,000	22,000	(8,000)	- 26%
DMAP/CCO Drugs	16,750	14,340	13,500	5,000	(8,500)	- 62%
Screenwise	0	0	0	0	0	0%
Franchise Fees	200	200	200	200	0	0%
Transfer From General	13,610	22,630	15,000	15,000	0	0%
Total Revenue:	**240,224**	**241,569**	**314,750**	**255,170**	**(59,580)**	**- 18%**
Total Unappropriated Budget:	**40**	**29,991**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**240,184**	**211,578**	**314,750**	**255,170**	**(59,580)**	**- 18%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	82,413	76,588	114,640	80,890	(33,750)	- 29%
Personnel Benefits	27,098	27,712	44,060	33,690	(10,370)	- 23%
Material & Supplies	130,673	107,278	156,050	140,590	(15,460)	- 9%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**240,184**	**211,578**	**314,750**	**255,170**	**(59,580)**	**- 18%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.00	0.00	0.00	0.00	0%
Staff Assistant	0.70	0.70	0.80	0.50	(0.30)	- 37%
Clinical Provider	0.00	0.00	0.54	0.60	0.07	12%
Public Health Nurse II	0.40	0.30	0.20	0.00	(0.20)	- 100%
Accountant II	0.25	0.20	0.20	0.00	(0.20)	- 100%
Total Personnel:	**1.40**	**1.20**	**1.74**	**1.10**	**(0.64)**	**- 36%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Total number of clients served	Count	606	550	500	400	400	500
Total number of clinical and lab services	Count	2,349	2,000	2,350	2,250	2,050	2,500
Number of pregnancies averted based upon birth control methods used prior to and post clinic visit	Count	101	110	115	150	160	175
Percent of clients Teens < 20 years served	Percent	19%	20%	20%	20%	25%	30%
Percent of visits in which Emergency Contraception was dispense	Percent	29%	29%	30%	30%	25%	25%
Percent of clients 150% below the poverty level	Percent	18%	18%	20%	20%	20%	20%
Percent of uninsured clients for primary care	Percent	59%	59%	61%	62%	63%	64%
Percent CT tests not meeting IPP screening criteria	Percent	0%	0%	0%	0%	0%	0%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Health Director	82-1086	974	0	0	0	0	0%
Staff Assistant	82-1191	28,712	32,749	38,520	24,680	(13,840)	- 35%
Clinical Provider	82-1201	22,777	21,364	49,980	56,210	6,230	12%
Public Health Nurse II	82-1209	17,798	11,736	14,220	0	(14,220)	- 100%
Accountant II	82-1848	11,870	8,599	11,920	0	(11,920)	- 100%
Health Promotion Specialist	82-1873	282	2,141	0	0	0	0%
Extra Help Chn I	82-1905	151	1,335	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	169	38	0	0	0	0%
F.I.C.A.	82-1950	5,957	5,724	8,770	6,190	(2,580)	- 29%
Retirement	82-1955	7,510	8,407	17,470	16,570	(900)	- 5%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	9,322	9,335	13,830	8,710	(5,120)	- 37%
Dental Insurance	82-1965	1,243	1,029	1,230	770	(460)	- 37%
HSA Contribution	82-1966	1,588	1,316	1,800	1,000	(800)	- 44%
Benefits Admin Fees	82-1967	31	28	30	30	0	0%
Life Insurance	82-1970	118	108	140	40	(100)	- 71%
Salary Continuation Insur	82-1972	120	88	120	40	(80)	- 66%
S.A.I.F.	82-1975	239	175	560	260	(300)	- 53%
Unemployment	82-1980	651	128	110	80	(30)	- 27%
Personnel Services Totals:		**109,512**	**104,300**	**158,700**	**114,580**	**(44,120)**	**- 27%**
Materials & Services							
Telephones	82-2070	425	326	250	270	20	8%
Unapportioned Projects	82-2129	0	0	8,000	38,620	30,620	382%
Insurance	82-2200	2,190	498	600	660	60	10%
OCHIN Billing Fees	82-2225	13,804	11,071	16,250	9,210	(7,040)	- 43%
OCHIN EMR Billing	82-2226	1,251	1,405	1,800	1,220	(580)	- 32%
Lockbox Fees	82-2230	1,050	1,112	1,300	1,500	200	15%
License And Permit Fees	82-2240	38	38	100	100	0	0%
Maintenance - Equipment	82-2260	814	776	1,350	975	(375)	- 27%
Software Maintenance	82-2265	0	0	0	0	0	0%
General Equipment	82-2268	254	0	0	250	250	100%
Medicaid Reimbursement	82-2342	0	0	0	0	0	0%
Medical Supplies	82-2345	1,378	1,449	2,640	1,500	(1,140)	- 43%
Med Supplies Reimbursable	82-2346	49,253	30,698	60,000	25,000	(35,000)	- 58%
MAC Admin Fees	82-2350	295	378	300	560	260	86%
Membership Fees And Dues	82-2370	450	500	630	760	130	20%
Office Supplies	82-2410	324	256	400	200	(200)	- 50%
Books And Periodicals	82-2413	0	0	50	50	0	0%
Postage And Freight	82-2419	108	155	350	200	(150)	- 42%
Records And Forms	82-2422	24	35	50	50	0	0%
Printing And Reproduction	82-2425	946	1,079	800	500	(300)	- 37%

Prof And Spec Services	82-2450	0	12	0	0	0	0%
Office Furniture & Equipment	82-2454	0	302	0	0	0	0%
PC Equipment	82-2455	0	970	970	1,200	230	23%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Lab Services	82-2503	7,328	6,912	6,500	5,000	(1,500)	- 23%
Physical Exams	82-2505	0	0	0	0	0	0%
Vasectomy Services	82-2507	725	800	5,000	2,500	(2,500)	- 50%
Rep Health Outreach Grant Expe	82-2519	4,128	0	0	0	0	0%
American Cancer Soc. HPV Grant	82-2533	0	718	0	0	0	0%
Publi. And Legal Notices	82-2600	218	225	230	240	10	4%
Advertising	82-2605	148	38	100	600	500	500%
Educational Materials	82-2777	35	58	100	75	(25)	- 25%
Fuel - Vehicles	82-2852	0	79	400	250	(150)	- 37%
Vehicle Maintenance & Use	82-2923	0	0	150	0	(150)	- 100%
Education And Training	82-2928	0	85	1,000	800	(200)	- 20%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	578	1,130	1,200	70	6%
Patient Refunds	82-3007	390	328	500	300	(200)	- 40%
Indirect Cost Allocation	82-3210	45,100	46,400	45,100	46,800	1,700	3%
Materials & Services Totals:		**130,673**	**107,278**	**156,050**	**140,590**	**(15,460)**	**- 9%**
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**240,184**	**211,578**	**314,750**	**255,170**	**(59,580)**	**1**

Harm Reduction Program

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.
-Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
-Promote and encourage healthy behaviors.

Department Overview

The Harm Reduction program has been branched off from the Community Health org unit (4110) to simplify the tracking of revenue and expenses. The Harm Reduction program serves the IDU population with harm reducing activities including a 1:1 syringe exchange, education, referral services for addiction treatment, and Naloxone training and kits.

Major Accomplishments

The Harm Reduction program began in October 2017. Since that time, over 45 lives have been saved through the distribution of Naloxone training and kits. Over 280K syringes have been exchanged and more than 20,people have been referred to treatment.

Performance Measures

Number of lives saved
Number of Nalxonone kits and training provided
Number of syringes exchanged

Budget Highlights

Received $50,000 donation in 2017 to begin program.
Have requested $60,000 in dedicated General Funds to continue the program.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Prescription Drug OD Preventio	0	0	0	95,000	95,000	100%
CLHO	0	0	0	0	0	0%
Chronic Disease Grant	0	0	0	0	0	0%
Friends of Columbia	0	0	0	40,650	40,650	100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	0	0	0	0	0	0%
Total Revenue:	**0**	**0**	**0**	**135,650**	**135,650**	**100%**
Total Unappropriated Budget:	**0**	**0**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**0**	**0**	**0**	**135,650**	**135,650**	**0%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	49,040	49,040	0%
Personnel Benefits	0	0	0	25,580	25,580	0%
Material & Supplies	0	0	0	61,030	61,030	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**0**	**0**	**0**	**135,650**	**135,650**	**0%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Health Director	0.00	0.00	0.00	0.10	0.10	100%
Staff Assisstant	0.00	0.00	0.00	0.10	0.10	100%
Public Health Nurse II	0.00	0.00	0.00	0.25	0.25	100%
Accountant II	0.00	0.00	0.00	0.10	0.10	100%
Prev Program Coordinator	0.00	0.00	0.00	0.05	0.05	100%
Total Personnel:	**0.00**	**0.00**	**0.00**	**0.60**	**0.60**	**0%**

Measures

Unit of Measure Description	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of lives saved (est.)					50	65
Number of syringes exchanged					285,000	300,000
Number of Naloxone kits distributed					250	300

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Health Director	82-1086	0	0	0	11,210	11,210	100%
Staff Assisstant	82-1191	0	0	0	4,880	4,880	100%
Public Health Nurse II	82-1209	0	0	0	22,940	22,940	100%
Accountant II	82-1848	0	0	0	6,100	6,100	100%
Prev Program Coordinator	82-1882	0	0	0	3,910	3,910	100%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	0	0	0	3,750	3,750	100%
Retirement	82-1955	0	0	0	8,870	8,870	100%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	0	0	0	10,620	10,620	100%
Dental Insurance	82-1965	0	0	0	1,010	1,010	100%
HSA/FSA Contribution	82-1966	0	0	0	1,000	1,000	100%
Benefits Admin Fees	82-1967	0	0	0	20	20	100%
Life/AD&D Insurance	82-1970	0	0	0	50	50	100%
Salary Continuation Insur	82-1972	0	0	0	60	60	100%
S.A.I.F.	82-1975	0	0	0	150	150	100%
Unemployment	82-1980	0	0	0	50	50	100%
Personnel Services Totals:		**0**	**0**	**0**	**74,620**	**74,620**	**100%**
Materials & Services							
Telephones	82-2070	0	0	0	0	0	0%
Unapportioned Projects	82-2129	0	0	0	32,460	32,460	100%
Program Supplies	82-2140	0	0	0	20,000	20,000	100%
Insurance	82-2200	0	0	0	270	270	100%
Maintenance - Equipment	82-2260	0	0	0	2,600	2,600	100%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
Office Supplies	82-2410	0	0	0	100	100	100%
Postage And Freight	82-2419	0	0	0	0	0	0%
Printing And Reproduction	82-2425	0	0	0	100	100	100%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	100	100	100%
Educational Materials	82-2777	0	0	0	100	100	100%
Vehicle Maintenance & Use	82-2923	0	0	0	500	500	100%
Education And Training	82-2928	0	0	0	350	350	100%
Reimbursed Travel Expense	82-2930	0	0	0	1,750	1,750	100%
Indirect Cost Allocation	82-3210	0	0	0	2,700	2,700	100%
Materials & Services Totals:		**0**	**0**	**0**	**61,030**	**61,030**	**100%**

Total Expenditures:		0	0	0	135,650	135,650	1

Household Hazardous Waste

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.
-Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
-Promote and encourage healthy behaviors.

Department Overview

Household Hazardous Waste (HHW) is waste from households that, due to its hazardous nature, has the potential to cause significant harm to human health or the environment. HHW includes common household products that are poisonous, toxic, flammable, reactive, or corrosive. In partnership with cities, waster haulers, and other parties, the HHW offers to address the management of HHW, as well as hazardous waste from certain County facilities and businesses that are "conditionally exempt small quantity generators (CEGs). The goal of the program is to: provide regular cost-effective service; provide educational outreach and education; reduce the risk to transfer stations; offer a waste exchange program for appropriate items; minimize environmental and health impacts associated with HHW; reduce the amount of HHW disposed of in landfills, sewage systems, ground water, waterways, the air, and illegally dumped; reduce the risks of accidental poisonings and fires in homes; focus efforts and resources on services that will achieve the greatest environmental and health benefit; and reduce regulatory liabilities for local governments. The HHW program currently sponsors one collection event per year. The advisory committee is working towards a permanent facility which is a goal of the HHW Plan and the Clatsop County Strategic Plan.

Major Accomplishments

Construction of HHW Facility began in January 2019 and is expected to be completed by Spring 2019
Received loan from Business Oregon to pay for site remediation - with $60k to be forgiven at the end of construction
Received $77,000 in grants from the DEQ for construction

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

Once completed, the HHW Facility will accept household hazardous wastes from Clatsop County residents at no charge.
The facility will be open a minimum of 8 times per year for residential waste collection events.
The facility will be open to commercial facilities up to 8 times per year or as needed. Commercial wastes wilt be charged by the pound.
The collection events will be overseen and staffed by CleanHarbors through a State DEQ contract.
Debt service will begin after facility has been completed.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	316,029	391,242	218,250	290,860	72,610	33%
DEQ HHWP Grant	0	0	77,000	77,000	0	0%
Energy Trust Incentives	0	2,500	0	0	0	0%
HHW Revenue	110,516	109,196	175,000	175,000	0	0%
HHW Development Loan	0	0	0	255,000	255,000	100%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Environmental Inspections	0	0	0	0	0	0%
Total Revenue:	**426,545**	**502,938**	**470,250**	**797,860**	**327,610**	**69%**
Total Unappropriated Budget:	**391,242**	**469,984**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**35,302**	**32,954**	**470,250**	**797,860**	**327,610**	**69%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	14,220	17,950	7,830	28,530	20,700	264%
Personnel Benefits	5,631	7,376	3,280	15,060	11,780	359%
Material & Supplies	1,508	5,014	199,140	448,450	249,310	125%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	305,820	305,820	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	13,943	2,613	260,000	0	(260,000)	- 100%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**35,302**	**32,954**	**470,250**	**797,860**	**327,610**	**69%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.10	0.05	0.20	0.15	300%
Environmental Health Superviso	0.15	0.00	0.00	0.00	0.00	0%
Environmental Health Spec. I	0.00	0.10	0.05	0.00	(0.05)	- 100%
Accountant II	0.00	0.00	0.00	0.10	0.10	100%
Total Personnel:	**0.20**	**0.20**	**0.10**	**0.30**	**0.20**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of community collection events.	Count	1	0	0	0	3	8
Number of community education activities or materials developed.	Count	4	0	0	0	3	8
Tons of HHW recycled	Count	0	0	0	0	0	20
Collection of recyclable and HHW materials at new facility	Percent	20%	0%	0%	0%	0%	0%
Decrease volume of PaintCare products taken at collection event from previous 3 year average.	Percent	10%	10%	10%	10%	0%	0%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Health Director	82-1086	10,857	17,335	5,170	22,430	17,260	333%
Environmental Health Superviso	82-1194	3,063	0	0	0	0	0%
Environmental Health Spec. I	82-1197	0	2	2,660	0	(2,660)	- 100%
Accountant II	82-1848	300	614	0	6,100	6,100	100%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	210	0	(210)	- 100%
F.I.C.A.	82-1950	1,053	1,317	610	2,180	1,570	257%
Retirement	82-1955	1,586	2,289	1,090	5,160	4,070	373%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	2,335	3,101	1,030	6,310	5,280	512%
Dental Insurance	82-1965	237	323	100	600	500	500%
HSA Contribution	82-1966	200	100	100	600	500	500%
Benefits Admin Fees	82-1967	2	3	10	10	0	0%
Life/AD&D Insurance	82-1970	21	26	10	30	20	200%
Salary Continuation Insur	82-1972	29	30	10	50	40	400%
S.A.I.F.	82-1975	131	177	100	90	(10)	- 10%
Unemployment	82-1980	36	11	10	30	20	200%
Personnel Services Totals:		**19,851**	**25,327**	**11,110**	**43,590**	**32,480**	**292%**
Materials & Services							
Telephones	82-2070	0	534	320	340	20	6%
Unapportioned Projects	82-2129	200	0	39,230	298,420	259,190	660%
Program Supplies	82-2140	0	0	0	0	0	0%
Program Food	82-2141	0	0	10,000	0	(10,000)	- 100%
General Equipment	82-2268	0	0	75,000	75,000	0	0%
Membership Fees And Dues	82-2370	180	180	400	400	0	0%
Office Supplies	82-2410	174	28	10,000	10,000	0	0%
Books And Periodicals	82-2413	0	0	800	800	0	0%
Postage And Freight	82-2419	0	0	240	240	0	0%
Printing And Reproduction	82-2425	254	516	1,500	1,500	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	1,966	0	0	0	0%
PC Equipment	82-2455	0	390	390	390	0	0%
Facility Development	82-2461	0	0	0	0	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	50,000	50,000	0	0%
Lab Services	82-2503	0	0	0	0	0	0%
Carryover	82-2513	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	2,500	2,500	0	0%
Advertising	82-2605	0	0	2,000	2,000	0	0%
Educational Materials	82-2777	0	0	1,360	1,360	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	0	0	1,500	1,500	0	0%

Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0%
Outreach/Education	82-3190	0	0	2,500	2,500	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	700	1,400	1,400	1,500	100	7%
Materials & Services Totals:		**1,508**	**5,014**	**199,140**	**448,450**	**249,310**	**125%**
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Debt Service							
Loan Paydown	82-2646	0	0	0	40,690	40,690	100%
Loan Interest	82-2647	0	0	0	5,130	5,130	100%
Internal Service Fund Loan	82-2649	0	0	0	260,000	260,000	100%
Debt Service Totals:		**0**	**0**	**0**	**305,820**	**305,820**	**100%**
Transfers Out							
Trans To Special Projects	82-8100	13,943	2,613	260,000	0	(260,000)	- 100%
Transfers Out Totals:		**13,943**	**2,613**	**260,000**	**0**	**(260,000)**	**0%**
Contingencies							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
Contingencies Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**35,302**	**32,954**	**470,250**	**797,860**	**327,610**	**1**

Emergency Preparedness

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.
-Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
-Promote and encourage healthy behaviors.

Department Overview

The integration of local public health preparedness measures with the existing local emergency operations plan.
Improving our communicable disease control capacity, emergency preparedness and epidemiological response procedures.
The revenue for these functions and responsibilities is received through a federal grant administered by the State of Oregon.

Major Accomplishments

Successfully completed semi-annual program review.
Completed call-down exercise for staff, after hours, to ensure staff are reachable.
100% of all Public Health staff have completed NIMS ICS 100, 200, 700 and 800 training modules.
Will perform a tabletop exercise with Clatsop Behavioral Health in March.
Used broadcast fax monthly for rapid dissemination of public health information to mitigate risk of outbreaks and other public health threats.
Replaced emergency supplies in caches that have reached expiration dates.
Updated all documentation to reflect PHEP Capability Measures.
Continued participation in the monthly LPHA emergency preparedness meetings.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

This org unit is tied to County OEM budget as programs are melding together.
The combined PHEP and OEM Program is seen a a model by the State for other jurisdictions to follow.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	0	118	0	26,040	26,040	100%
EBOLA Emerg Prep	8,183	0	0	0	0	0%
B/T Preparedness	68,572	63,514	71,800	79,000	7,200	10%
Rev. Refunds & Reim.	2,244	723	1,000	0	(1,000)	- 100%
Miscellaneous Revenue	0	0	0	0	0	0%
Franchise Fees	200	200	200	200	0	0%
Total Revenue:	**79,199**	**64,555**	**73,000**	**105,240**	**32,240**	**44%**
Total Unappropriated Budget:	**117**	**(9,162)**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**79,082**	**73,717**	**73,000**	**105,240**	**32,240**	**44%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	30,963	8,866	8,300	11,710	3,410	41%
Personnel Benefits	14,083	4,721	2,310	6,510	4,200	181%
Material & Supplies	23,089	60,129	62,390	87,020	24,630	39%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	10,947	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**79,082**	**73,717**	**73,000**	**105,240**	**32,240**	**44%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Health Director	0.30	0.10	0.00	0.05	0.05	100%
Environmental Health Superviso	0.05	0.00	0.00	0.00	0.00	0%
Environmental Health Specialis	0.05	0.00	0.10	0.00	(0.10)	- 100%
Public Health Nurse II	0.05	0.00	0.00	0.00	0.00	0%
Accountant II	0.05	0.05	0.05	0.10	0.05	100%
Total Personnel:	**0.50**	**0.15**	**0.15**	**0.15**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Develop and implement preparedness exercises (real events count)	Count	2	3	3	3	3	3
Number of deaths related to PH emergency	Count	0	0	0	0	0	0
Percent of monthly PHEP conference calls made	Percent	100%	90%	100%	100%	100%	100%
Percent of Health Alert profiles up to date	Percent	100%	100%	100%	100%	100%	100%
Percent of monthly EPREP meetings made	Percent	100%	90%	100%	100%	100%	100%
Percent HAN of tests responded to	Percent	100%	100%	100%	100%	100%	1100%
Percent of staff who reference PH emerg protocol	Percent	90%	90%	100%	100%	100%	100%
Percent of staff able to fill ICS positions	Percent	80%	90%	100%	100%	100%	100%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Health Director	82-1086	13,923	(328)	0	5,610	5,610	100%
Staff Assistant	82-1191	646	1,413	0	0	0	0%
Environmental Health Superviso	82-1194	1,021	0	0	0	0	0%
Environmental Health Specialis	82-1197	1,944	2,495	5,320	0	(5,320)	- 100%
Clinical Provider	82-1201	137	0	0	0	0	0%
Public Health Nurse II	82-1209	9,472	1,429	0	0	0	0%
Accountant II	82-1848	3,753	3,858	2,980	6,100	3,120	104%
Health Promotion Specialist	82-1873	67	0	0	0	0	0%
Behavioral Health Specialist	82-1887	0	0	0	0	0	0%
Extra Help Chn I	82-1905	2,999	717	0	0	0	0%
Overtime	82-1945	300	25	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	2,537	707	640	900	260	40%
Retirement	82-1955	3,216	1,337	1,130	2,120	990	87%
Medical Waiver	82-1963	25	2	0	0	0	0%
Medical Insurance	82-1964	3,650	1,605	350	2,840	2,490	711%
Dental Insurance	82-1965	392	184	30	260	230	766%
HSA Contribution	82-1966	445	50	50	300	250	500%
Benefits Admin Fees	82-1967	13	9	10	10	0	0%
Life/AD&D Insurance	82-1970	31	0	10	10	0	0%
Salary Continuation Insur	82-1972	47	34	10	20	10	100%
S.A.I.F.	82-1975	180	38	70	40	(30)	- 42%
Unemployment	82-1980	247	13	10	10	0	0%
Personnel Services Totals:		**45,046**	**13,587**	**10,610**	**18,220**	**7,610**	**71%**
Materials & Services							
Telephones	82-2070	1,198	1,094	1,000	1,070	70	7%
Unapportioned Projects	82-2129	109	0	18,770	35,780	17,010	90%
Insurance	82-2200	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	68	173	500	0	(500)	- 100%
Software Maintenance	82-2265	0	43	0	0	0	0%
Medical Supplies	82-2345	6,487	296	500	500	0	0%
Membership Fees And Dues	82-2370	285	290	390	390	0	0%
Office Supplies	82-2410	947	67	300	150	(150)	- 50%
Postage And Freight	82-2419	58	2	50	50	0	0%
Printing And Reproduction	82-2425	108	71	200	150	(50)	- 25%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	277	0	0	0	0%
PC Equipment	82-2455	0	450	390	400	10	2%
ARRA Stimulus Grant	82-2457	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	31,950	0	(31,950)	- 100%
EBOLA Emerg Prep	82-2485	1,322	0	0	0	0	0%
PHEP Emerg Prep	82-2487	0	48,203	0	40,000	40,000	100%

Advertising	82-2605	0	0	80	70	(10)	- 12%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	56	150	0	(150)	- 100%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	66	0	100	0	(100)	- 100%
Education And Training	82-2928	0	0	0	300	300	100%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	3,541	508	910	1,160	250	27%
Indirect Cost Allocation	82-3210	8,900	8,600	7,100	7,000	(100)	- 1%
Materials & Services Totals:		**23,089**	**60,129**	**62,390**	**87,020**	**24,630**	**39%**
Special Payments							
Health Alert Network	82-3115	0	0	0	0	0	0%
PHEP Radio	82-3260	0	0	0	0	0	0%
Info Security Enhancement	82-3265	0	0	0	0	0	0%
Pandemic Flu	82-3270	0	0	0	0	0	0%
Special Payments Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Capital Outlay							
Office Equipment	82-4300	10,947	0	0	0	0	0%
Capital Outlay Totals:		**10,947**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**79,082**	**73,717**	**73,000**	**105,240**	**32,240**	**1**

Onsite Sewage Systems

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.
-Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
-Promote and encourage healthy behaviors.

Department Overview

The Onsite Wastewater Management program is a Public Health protection measure to assure the conditions of septic systems that are used to treat wastewater from homes and small businesses meet Oregon Department of Environmental Quality (DEQ) standards for construction, installation and ongoing waste management. Without regulatory oversight, onsite septic systems can fail or malfunction, polluting Clatsop County's land and waterways with raw sewage and creating public health hazards. Program services also include inspection of septic tank pumpers, annual inspections of certain septic systems, response to complaints of failing systems and sewage ground contamination and the provision of legal documents pertaining to septic systems in the county.

Major Accomplishments

Held annual OSS Industry meetings
OSS permitting system fully operational.
Operation and Maintenance fully operational
All service requests were completed within 3 days of submittal.
Nearly 700 permits were serviced.
Nearly 1000 record requests were fulfilled.
Approximately 120 failing or inadequate OSS were repaired.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

Turnaround times are still within 3 days after submittal.
Annual meetings are held between CCPH and the Industry.
Have reviewed and approved Certificates of Compliance for 105 short term rentals.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	24,880	58,959	59,500	145,210	85,710	144%
Rev. Refunds & Reim.	0	3	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Public Records Request	1,921	2,156	2,500	4,000	1,500	60%
Short-Term Rental Application	0	7,200	0	6,500	6,500	100%
New Site Evaluation	34,680	38,555	30,000	40,000	10,000	33%
Commercial New Site Evaluation	680	2,103	700	700	0	0%
New Constr. Installation Permi	79,228	95,558	80,000	92,200	12,200	15%
Residential Repair & Alteratio	41,026	38,045	35,000	35,000	0	0%
Res Reinstate, Trans, Renewal	2,239	2,067	3,300	2,500	(800)	- 24%
Commercial New Construction	1,008	2,604	500	1,000	500	100%
Comm Repair, Alter, Author Per	3,232	0	500	1,000	500	100%
O&M Reports	6,630	480	500	250	(250)	- 50%
Annual Evaluation	30	6,960	7,500	7,500	0	0%
Pumper Truck Inspection	450	350	600	500	(100)	- 16%
Existing System Report	0	0	0	0	0	0%
Authorization Notices	1,772	1,738	2,000	1,000	(1,000)	- 50%
Mobile Hardship Renewal Author	0	331	0	0	0	0%
Land Use Record Review	6,000	840	1,400	1,400	0	0%
Short-Term Rental Insp.	0	0	25,000	0	(25,000)	- 100%
Total Revenue:	**203,776**	**257,949**	**249,000**	**338,760**	**89,760**	**36%**
Total Unappropriated Budget:	**58,959**	**85,403**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**144,817**	**172,546**	**249,000**	**338,760**	**89,760**	**36%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	82,710	98,399	95,500	123,210	27,710	29%
Personnel Benefits	33,509	39,614	41,910	60,750	18,840	44%
Material & Supplies	28,598	34,534	111,590	154,800	43,210	38%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**144,817**	**172,546**	**249,000**	**338,760**	**89,760**	**36%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.35	0.15	0.30	0.15	100%
Staff Assistant	0.00	0.00	0.00	0.05	0.05	100%
Environmental Health Superviso	0.40	0.00	0.00	0.00	0.00	0%
Environmental Health Specialis	0.50	0.60	0.70	1.00	0.30	42%
Permit Technician	0.50	0.50	0.55	0.40	(0.15)	- 27%
Accountant II	0.05	0.05	0.15	0.00	(0.15)	- 100%
Total Personnel:	**1.50**	**1.50**	**1.55**	**1.75**	**0.20**	**12%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of site evaluations	Count	15	120	110	125	135	140
Number of construction permits	Count	80	175	180	185	189	200
Number of reinstatements, transfers and renewals	Count	3	4	5	5	3	3
Number of authorization notices	Count	8	10	8	9	10	8
Number of repair permits	Count	35	55	62	65	85	90
Number of complaints about failed systems	Count	5	10	12	14	25	35
Number of record requests	Count	175	200	350	400	565	655
Number of technical assistance requests	Count	15	25	25	28	20	20
Number of attendees of "Septic Systems 101"	Count	250	200	45	35	54	65
Number of visits to OSS website	Count	0	300	300	300	300	300
Percent of failed system reports resolved	Percent	100%	100%	100%	100%	100%	100%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Health Director	82-1086	19,877	20,166	15,510	33,640	18,130	116%
Staff Assistant	82-1191	112	0	0	2,440	2,440	100%
Environmental Health Superviso	82-1194	8,169	0	0	0	0	0%
Environmental Health Specialis	82-1195	1,849	2,391	0	0	0	0%
Environmental Health Specialis	82-1197	24,334	37,940	39,830	63,630	23,800	59%
Permit Technician	82-1729	25,881	29,738	31,220	23,500	(7,720)	- 24%
Accountant II	82-1848	2,488	8,165	8,940	0	(8,940)	- 100%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	54	0	0	0	0%
Performance Pay	82-1948	0	0	620	0	(620)	- 100%
F.I.C.A.	82-1950	6,072	7,271	7,370	9,460	2,090	28%
Retirement	82-1955	8,916	12,336	13,100	22,390	9,290	70%
Medical Waiver	82-1963	0	146	240	480	240	100%
Medical Insurance	82-1964	13,481	15,084	15,920	23,730	7,810	49%
Dental Insurance	82-1965	1,679	1,858	1,750	2,130	380	21%
HSA Contribution	82-1966	2,149	2,050	2,050	1,700	(350)	- 17%
Benefits Admin Fees	82-1967	22	27	30	30	0	0%
Life/AD&D Insurance	82-1970	111	133	130	140	10	7%
Salary Continuation Insur	82-1972	163	165	130	170	40	30%
S.A.I.F.	82-1975	426	374	470	400	(70)	- 14%
Unemployment	82-1980	492	115	100	120	20	20%
Personnel Services Totals:		**116,219**	**138,012**	**137,410**	**183,960**	**46,550**	**33%**
Materials & Services							
Telephones	82-2070	434	648	650	700	50	7%
Unapportioned Projects	82-2129	320	990	74,000	111,760	37,760	51%
Program Supplies	82-2140	442	0	450	200	(250)	- 55%
Insurance	82-2200	493	2,434	2,700	1,710	(990)	- 36%
License And Permit Fees	82-2240	0	47	100	50	(50)	- 50%
General Equipment	82-2268	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	125	23	230	230	0	0%
Office Supplies	82-2410	337	156	200	150	(50)	- 25%
Books And Periodicals	82-2413	0	205	260	250	(10)	- 3%
Postage And Freight	82-2419	815	669	800	1,000	200	25%
Printing And Reproduction	82-2425	428	346	750	500	(250)	- 33%
Prof And Spec Services	82-2450	0	398	500	500	0	0%
Office Furniture & Equipment	82-2454	0	1,834	0	0	0	0%
PC Equipment	82-2455	106	200	200	1,200	1,000	500%
Contract Personnel	82-2470	0	0	0	0	0	0%
Lab Services	82-2503	120	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	0	0	200	200	0	0%
Meetings/ Hosting	82-2750	78	81	80	80	0	0%

Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	121	300	150	(150)	- 50%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	328	150	200	700	500	250%
Education And Training	82-2928	310	70	850	1,500	650	76%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,170	776	2,120	2,620	500	23%
Refunds and Returns	82-3204	1,192	287	1,500	1,000	(500)	- 33%
Indirect Cost Allocation	82-3210	21,900	25,100	25,500	30,300	4,800	18%
Materials & Services Totals:		**28,598**	**34,534**	**111,590**	**154,800**	**43,210**	**38%**
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Contingencies							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
Contingencies Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**144,817**	**172,546**	**249,000**	**338,760**	**89,760**	**1**

Environmental Health

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.
-Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
-Promote and encourage healthy behaviors.

Department Overview

The services provided under environmental health programs include food program licensing inspection, including all full service restaurants, bed and breakfasts, limited service restaurants, mobile units, commissaries, warehouses, vending machines and temporary events, as well as the licensure of food handlers. Other inspections include drinking water tests, day care centers, schools, prisons and jails. Additional responsibilities of environmental health are licensing inspections of other areas, such as tourist accommodations, including hotels, motels, hostels, organizational camps, recreational vehicle parks, public swimming pools and spas. Although all of these services and programs fall under the purview of environmental health services, the largest component of this is the inspection and promotion of food safety across the county and the entire State.

Major Accomplishments

Completed 100% of all public drinking water systems surveys.
Assessed the community for unlicensed facilities and license as appropriate.
Fully developed Environmental Health website

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

The EH Budget will request a 3% fee increase for FY 19-20 due to the increase in the number of facilities and the future change from EHS-1 to EHS-2 for all 3 staff. Those fees are being used to bolster the staff needed to meet the state Food, Pool and Lodging programs standards of performance.
The 3% fee increase will also help offset the 59% increase in State consultant fees being charged to Clatsop County Public Health.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	57,117	97,325	74,000	120,950	46,950	63%
Drinking Water	11,197	6,266	11,200	11,200	0	0%
Rev. Refunds & Reim.	4,112	2	1,500	1,500	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Short-Term Rental Application	0	0	0	0	0	0%
Bed & Breakfast	1,480	1,323	1,300	1,550	250	19%
Full Service	154,393	155,646	143,300	165,000	21,700	15%
Food Handler Cards	7,802	5,813	600	7,210	6,610	1101%
Limited	1,850	1,548	1,000	2,580	1,580	158%
Mobile Units	3,885	4,763	3,400	6,180	2,780	81%
Temps	7,868	7,851	11,000	12,000	1,000	9%
Food Warehouses	0	129	200	210	10	5%
Pools	5,890	6,492	6,200	6,700	500	8%
Spas	3,540	3,330	3,500	3,610	110	3%
Organizational Camps	538	246	250	260	10	4%
RV Parks	3,346	3,515	3,500	4,120	620	17%
Tourist-Bed & Breakfast	640	773	580	830	250	43%
Traveler (Hotels/Motels)	8,480	8,651	8,500	9,270	770	9%
Day Cars	1,760	2,541	1,600	1,550	(50)	- 3%
Schools	1,255	2,514	1,000	1,550	550	55%
Plan Reviews	4,835	2,841	1,250	2,580	1,330	106%
Environmental Inspections	1,200	2,000	1,600	1,650	50	3%
Commissary Fees	945	1,620	900	1,340	440	48%
Franchise Fees	570	570	570	570	0	0%
Total Revenue:	**282,701**	**315,759**	**276,950**	**362,410**	**85,460**	**30%**
Total Unappropriated Budget:	**97,325**	**78,060**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**185,377**	**237,699**	**276,950**	**362,410**	**85,460**	**30%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	95,706	130,960	138,530	143,200	4,670	3%
Personnel Benefits	31,530	38,323	46,460	59,200	12,740	27%
Material & Supplies	58,141	53,416	74,460	160,010	85,550	114%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	15,000	17,500	0	(17,500)	- 100%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**185,377**	**237,699**	**276,950**	**362,410**	**85,460**	**30%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.15	0.10	0.10	0.00	0%
Staff Assistant	0.00	0.00	0.00	0.05	0.05	100%
Environmental Health Superviso	0.40	0.00	0.00	0.00	0.00	0%
Environmental Health Spec. I	1.05	1.75	1.95	1.80	(0.15)	- 7%
Permit Technician	0.40	0.40	0.35	0.50	0.15	42%
Accountant II	0.05	0.05	0.05	0.00	(0.05)	- 100%
Total Personnel:	**1.95**	**2.35**	**2.45**	**2.45**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of food handler classes offered to community	Count	15	24	24	24	12	12
Percent of semi & annual food service inspections completed out of total required	Percent	75%	100%	54%	92%	90%	100%
Percent of temporary food events licensed out of total required to be licensed	Percent	100%	100%	100%	100%	100%	100%
Percent of pool/spa inspections completed out of total required.	Percent	100%	100%	40%	97%	90%	100%
Percent of contract required Drinking Water Surveys completed.	Percent	100%	100%	100%	100%	100%	100%
Percent of Drinking Water System alerts and violations receiving a response.	Percent	97%	100%	100%	100%	100%	100%
Improve rate of food service repeat inspections and failure to comply procedures.	Percent	2%	5%	25%	55%	75%	80%
Improve Drinking Water survey deficiencies follow up process.	Percent	60%	75%	100%	100%	100%	100%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Health Director	82-1086	4,939	15,922	10,340	11,210	870	8%
Staff Assistant	82-1191	205	96	0	2,440	2,440	100%
Environmental Health Superviso	82-1194	8,169	0	0	0	0	0%
Environmental Health Spec. II	82-1195	3,022	7,337	0	0	0	0%
Environmental Health Spec. I	82-1197	54,803	83,417	105,340	100,170	(5,170)	- 4%
Permit Technician	82-1729	21,565	21,012	19,870	29,380	9,510	47%
Accountant II	82-1848	3,003	3,177	2,980	0	(2,980)	- 100%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	54	0	0	0	0%
Performance Pay	82-1948	0	0	410	0	(410)	- 100%
F.I.C.A.	82-1950	7,106	9,812	10,700	11,010	310	2%
Retirement	82-1955	10,121	13,633	19,010	26,050	7,040	37%
Medical Waiver	82-1963	375	453	960	720	(240)	- 25%
Medical Insurance	82-1964	9,467	10,427	11,180	17,430	6,250	55%
Dental Insurance	82-1965	1,207	1,278	1,320	1,540	220	16%
HSA Contribution	82-1966	1,651	1,450	1,450	1,400	(50)	- 3%
Benefits Admin Fees	82-1967	32	31	30	40	10	33%
Life/AD&D Insurance	82-1970	155	209	200	210	10	5%
Salary Continuation Insur	82-1972	197	207	190	190	0	0%
S.A.I.F.	82-1975	521	616	870	470	(400)	- 45%
Unemployment	82-1980	697	153	140	140	0	0%
Personnel Services Totals:		**127,236**	**169,283**	**184,990**	**202,400**	**17,410**	**9%**
Materials & Services							
Telephones	82-2070	1,967	1,745	1,800	2,400	600	33%
Unapportioned Projects	82-2129	433	174	12,000	78,030	66,030	550%
Program Supplies	82-2140	253	200	300	500	200	66%
Insurance	82-2200	1,478	1,494	1,800	3,270	1,470	81%
License And Permit Fees	82-2240	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	126	560	0	0	0	0%
General Equipment	82-2268	0	220	280	250	(30)	- 10%
Medical Supplies	82-2345	7	32	100	100	0	0%
Membership Fees And Dues	82-2370	538	183	400	400	0	0%
Office Supplies	82-2410	735	583	630	500	(130)	- 20%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	1,092	903	750	750	0	0%
Printing And Reproduction	82-2425	453	893	500	500	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	2,054	0	0	0	0%
PC Equipment	82-2455	6,264	302	200	4,000	3,800	1900%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Carryover	82-2513	0	0	0	0	0	0%

State Consulation Fee	82-2520	20,569	18,768	23,210	31,800	8,590	37%
Advertising	82-2605	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	1,612	1,300	1,500	200	15%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	1,486	132	500	1,000	500	100%
Education And Training	82-2928	0	590	510	510	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,540	1,608	2,380	2,500	120	5%
Outreach/Education	82-3190	0	0	0	0	0	0%
Refunds and Returns	82-3204	1,300	664	1,500	1,500	0	0%
Indirect Cost Allocation	82-3210	19,900	20,700	26,300	30,500	4,200	15%
Materials & Services Totals:		**58,141**	**53,416**	**74,460**	**160,010**	**85,550**	**114%**
Capital Outlay							
Automotive Equipment	82-4200	0	15,000	17,500	0	(17,500)	- 100%
Capital Outlay Totals:		**0**	**15,000**	**17,500**	**0**	**(17,500)**	**0%**
Contingencies							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
Contingencies Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**185,377**	**237,699**	**276,950**	**362,410**	**85,460**	**1**

Developmental Disabilities

Mission Statement

The Clatsop County Developmental Disabilities Program purpose is to provide service coordination of developmental disability services for eligible individuals.

Department Overview

Clatsop Behavioral Healthcare Community Developmental Disability Program (CDDP) provides the following services for children and adults in Clatsop County:

1. Eligibility Determination: Every applicant for Developmental Disability (DD) services completes a Developmental Disability application and signs appropriate Releases of Information to access testing records. The Eligibility Specialist reviews records to determine if the applicant meets State established eligibility criteria to receive DD services.

2. Case Management: Every individual is assigned a Services Coordinator who develops an Individual Support Plan with the individual and parent/guardian, if applicable. This annual plan outlines the services the individual will receive, such as Residential, Employment, KPlan and Family Support.

3. Abuse Investigations and Protective Services: Every individual receives support if alleged to have been abused or neglected by a paid caregiver or family member. Abuse Investigations and Protective Services are provided even if the individual is no longer enrolled in DD services.

4. Crisis Services: Every individual receives support to locate appropriate out of home residential placement if needed.

5. Residential Services: Group home and foster home services are available, depending upon need and availability.

6. Employment and Alternatives to Employment: Adults in DD services may choose Employment related supports to get a job in the community.

7. Transportation: Transportation funding is available depending upon need and Medicaid eligibility.

Budget Highlights

A decrease in the funding levels within the Department of Human Services budget for Developmental Disability Services has resulted in an eight percent (8%) reduction of the DD budget.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Mental Health Grant	0	0	0	0	0	0%
SE#257 Ancillary Services	0	330	0	500	500	100%
MHS Stewart RTF SE #37	17,112	4,278	17,110	17,110	0	0%
Self Directed Supp. SE#150	1	0	0	0	0	0%
Supp Svc-Long Term Care SE#151	271	460	0	0	0	0%
DD Case Mngmt SE #48	368,829	491,869	531,200	531,200	0	0%
Comprehensive Care SE #49	3,956	421	15,000	15,000	0	0%
Abuse Investigation Svc SE#55	48,843	59,775	60,000	60,000	0	0%
Clatsop DD Local Admin SE#2	187,710	175,486	281,800	281,800	0	0%
DD-Special Projects SE#57	0	0	0	5,000	5,000	100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Total Revenue:	**626,721**	**732,619**	**905,110**	**910,610**	**5,500**	**0%**
Total Unappropriated Budget:	**0**	**0**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**626,721**	**732,619**	**905,110**	**910,610**	**5,500**	**0%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	626,721	732,619	905,110	910,610	5,500	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**626,721**	**732,619**	**905,110**	**910,610**	**5,500**	**0%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Special Payments							
SE #151 Supp Svc - Long Term C	82-3114	271	460	0	0	0	0%
Youth Innovation Grants	82-3116	0	330	0	500	500	100%
SE #150 Self directed Supp.	82-3121	1	0	0	0	0	0%
SE #44 DD Crisis Diversion	82-3123	0	0	0	0	0	0%
SE #48 DD case Mgmnt	82-3124	368,829	491,869	531,200	531,200	0	0%
SE #157 Regional Crisis & Back	82-3126	17,112	4,278	17,110	17,110	0	0%
SE #49 Comprehensive Care	82-3127	3,956	421	15,000	15,000	0	0%
SE #53 Transportation Svcs	82-3135	0	0	0	0	0	0%
SE #55 Abuse Investigation Svc	82-3151	48,843	59,775	60,000	60,000	0	0%
SE #2 Clatsop DD Local Admin	82-3156	187,710	175,486	281,800	281,800	0	0%
SE #56 Rent Subsidies	82-3158	0	0	0	0	0	0%
SE#57 DD-Special Projects	82-3159	0	0	0	5,000	5,000	100%
Special Payments Totals:		**626,721**	**732,619**	**905,110**	**910,610**	**5,500**	**0%**
Total Expenditures:		**626,721**	**732,619**	**905,110**	**910,610**	**5,500**	**1**

Mental Health

Mission Statement

The mission of Clatsop County Mental Health is to promote and protect the health and well-being of individuals, families, and our community.

Department Overview

Clatsop County contracts services for the treatment of mental illness and addiction to Clatsop Behavioral Healthcare. The County provides oversight to ensure effective management and stewardship of limited public resources.

Budget Highlights

This budget represents funding passed through from the Oregon Health Authority to provide treatment for substance use disorders and mental illness. Clatsop County provides fiscal oversight of these funds and assures they are contracted to an accredited provider and being utilized in accordance with State regulations. During the 2018/19 FY the county added additional FTE to help provide oversight of these mental health contracts. This position acts as a liaison to various community stakeholder groups to make sure that the needs and services are being met.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	29,041	31,597	84,150	91,550	7,400	8%
Mental Health Grant	0	0	0	0	0	0%
SE#63 Peer Delivered Services	18,547	26,054	26,050	26,050	0	0%
Continum of Care SE#66	125,605	92,535	92,530	92,550	20	0%
AD 81 Treatment	12,285	12,000	12,000	12,000	0	0%
NR Adult MH Srvcs SE#20	0	203,527	203,530	203,600	70	0%
Reg Acute Psych Inpat SE#24	0	56,787	56,790	56,790	0	0%
SE#26A YAT EASA Svc-Non Res	0	18,733	18,730	18,730	0	0%
Adult Foster Care SE#34	49,280	16,065	0	0	0	0%
Comm Crisis-Adult/Child SE#25	0	270,990	270,990	1,170,000	899,010	331%
PSRB Trmt & Spvsn SE#30	0	0	0	0	0	0%
Old/Dsbld Adult MH Svcs SE#35	17,122	17,122	17,120	17,120	0	0%
MHS Special Projects SE #37	734,849	151,917	317,540	317,540	0	0%
SE#36 PASARR	0	0	2,500	2,500	0	0%
SE#38 Supportive Employment	0	25,750	25,750	25,750	0	0%
SE#37 ACTS	0	0	0	0	0	0%
SE#37 Mobile Crisis	0	0	0	0	0	0%
SE#60 IDPF	0	14,406	0	0	0	0%
Local Administration SE#1	29,900	53,105	53,110	53,110	0	0%
SE#3 Local Admin	360	660	660	0	(660)	- 100%
Friends of Columbia	0	40,000	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Interest On Investments	2,831	5,012	0	5,000	5,000	100%
Total Revenue:	**1,019,821**	**1,036,259**	**1,181,450**	**2,092,290**	**910,840**	**77%**
Total Unappropriated Budget:	**31,597**	**90,488**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**988,224**	**945,771**	**1,181,450**	**2,092,290**	**910,840**	**77%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	18,577	25,778	40,720	46,000	5,280	12%
Personnel Benefits	9,252	10,211	28,620	28,290	(330)	- 1%
Material & Supplies	2,706	3,897	3,020	7,300	4,280	141%
Special Payments	957,689	905,885	1,043,530	1,942,630	899,100	86%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	65,560	68,070	2,510	3%
Total Expenditures:	**988,224**	**945,771**	**1,181,450**	**2,092,290**	**910,840**	**77%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Prev Program Coordinator	0.28	0.00	0.00	0.00	0.00	0%
Behavioral Health Specialist	0.00	0.00	0.80	0.80	0.00	0%
Total Personnel:	**0.28**	**0.00**	**0.80**	**0.80**	**0.00**	**0%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Director of Health	82-1086	0	0	0	0	0	0%
Prev Program Coordinator	82-1882	18,577	12,632	0	0	0	0%
Behavioral Health Specialist	82-1887	0	13,146	40,720	46,000	5,280	12%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	1,379	1,868	3,120	3,520	400	12%
Retirement	82-1955	2,050	1,795	5,530	8,330	2,800	50%
Medical Insurance	82-1964	4,560	4,588	16,530	13,430	(3,100)	- 18%
Dental Insurance	82-1965	524	447	1,590	1,170	(420)	- 26%
HSA Contribution	82-1966	565	1,315	1,600	1,600	0	0%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life/AD&D Insurance	82-1970	31	57	80	60	(20)	- 25%
Salary Continuation Insur	82-1972	56	68	60	60	0	0%
S.A.I.F.	82-1975	22	36	70	70	0	0%
Unemployment	82-1980	65	36	40	50	10	25%
Personnel Services Totals:		**27,828**	**35,989**	**69,340**	**74,290**	**4,950**	**7%**
Materials & Services							
Program Supplies	82-2140	0	0	100	500	400	400%
Membership Fees And Dues	82-2370	0	35	0	0	0	0%
Postage And Freight	82-2419	0	13	0	0	0	0%
Printing And Reproduction	82-2425	6	2	20	100	80	400%
PC Equipment	82-2455	0	0	0	1,200	1,200	100%
Administration	82-2475	0	598	0	0	0	0%
Fuel - Vehicles	82-2852	0	164	0	0	0	0%
Education And Training	82-2928	0	35	0	1,500	1,500	100%
Reimbursed Travel Expense	82-2930	0	251	0	1,000	1,000	100%
Indirect Cost Allocation	82-3210	2,700	2,800	2,900	3,000	100	3%
Materials & Services Totals:		**2,706**	**3,897**	**3,020**	**7,300**	**4,280**	**141%**
Special Payments							
SE# 63 Peer Delivered Services	82-3107	18,547	26,054	26,050	26,050	0	0%
SE#66 Sub Disorder Tx	82-3112	125,605	92,535	92,530	92,550	20	0%
Adult Foster Care SE#34	82-3143	49,280	16,065	0	0	0	0%
SE#60 IDPF	82-3157	0	14,406	0	0	0	0%
SE #20 NR Adult MH Srvcs	82-3163	0	203,527	203,530	203,600	70	0%
SE#38 Supportive Employment	82-3167	0	25,750	25,750	25,750	0	0%
SE#26A YAT EASA Non Res	82-3168	0	18,733	18,730	18,730	0	0%
SE #24 Reg Acute Psych Inpat	82-3170	0	56,787	56,790	56,790	0	0%
SE #25 Comm Crisis-Adult/Child	82-3172	0	270,990	270,990	1,170,000	899,010	331%
SE #35 Old/Dsbld Adlt MH Srvcs	82-3175	17,122	17,122	17,120	17,120	0	0%
SE #37 MHS Special Projects	82-3176	734,849	151,917	317,540	317,540	0	0%
SE#36 PASARR	82-3177	0	0	2,500	2,500	0	0%
SE#81 Problem Gambling Tx Serv	82-3181	12,285	12,000	12,000	12,000	0	0%

Special Payments Totals:		**957,689**	**905,885**	**1,043,530**	**1,942,630**	**899,100**	**86%**
Contingencies							
Appropriation for Contin.	82-9900	0	0	65,560	68,070	2,510	3%
Contingencies Totals:		**0**	**0**	**65,560**	**68,070**	**2,510**	**3%**
Total Expenditures:		**988,224**	**945,771**	**1,181,450**	**2,092,290**	**910,840**	**1**

Drug & Alcohol Prevention

Mission Statement

The Prevention Unit supports the mission of the Clatsop County Juvenile Department to protect the public and reduce juvenile delinquency by implementing effective prevention services for the residents of Clatsop County.

Department Overview

The function of the Prevention Unit is to reduce common risk factors for alcohol abuse, drug use, problem gambling, mental illness, and juvenile delinquency while also increasing protective factors which build resistance and resiliency. Prevention services in Clatsop County include community mobilization, parenting education, youth skill building programs and community outreach and education.

Major Accomplishments

This year the prevention team focused on community assessment. Accomplishments in this area include the following:

We participated in a state wide research project on gambling addiction using a national model for evaluating community readiness to address problem gambling prevention. Results of this project will be used for Oregon Health Authority's strategic planning to address this issue.

As the principal entity for the Northwest Parenting Education and Support Hub, we lead a strategic planning effort to evaluate a new model for regionalization of parenting education programming. Our department organized key informant interviews and listening sessions with regional stakeholders including early childhood partners and parents.

In partnership with Clatsop County Public Health's tobacco prevention program, we conducted qualitative research regarding tobacco and alcohol marketing in stores. We conducted "environmental scan" which are on-site visual assessments of tobacco placement and marketing in all tobacco retailers. We will be conducting face-to-face interviews with tobacco retailers on the possibility of a tobacco retail licensure.

We led the county-wide substance abuse prevention coalition, Prevention Works, through a prioritizing activity that guided their annual action plan. As a result, the coalition prioritized "youth mental health" as an issue to build community knowledge around. In this regard, the Juvenile Department partnered with Clatsop Behavioral Healthcare to hold two Youth Mental Health First Aid training to local adults that work with youth. Youth Mental Health First Aid is a nationally recognized best practice program for educating the community. Registration for the first training sold out almost immediately sparking the need for the second training. More of these training opportunities will also be held in 2019-2020.

In the summer, we held the first in a series of Student Cafes on underage drinking. These are interactive listening sessions where students are provided the opportunity to articulate their view of their community, particularly around the use of alcohol. These results will be used for determining future prevention strategies.

Performance Measures

Participants in the NW Parenting Strategic Planning listening sessions reported a 29% increase in "engagement in parenting education". This is important as one of the strategic goals was to create more feedback loops and regional stakeholders' engagement.

Over the past year, scientific evaluation of our parenting education series revealed "significant improvement in parenting skills" across nine of the twelve domains. Some examples parents improved in are "listening to my child(ren) to understand feelings" and "finding positive ways to discipline my child(ren)."

Twenty four families attended the first community BLOCK Fest, an interactive parenting engagement project designed to teach parents how to help their young children learn through block play. 100% of parents responding to the evaluation reported that they learned how to support math and science through block building.

Budget Highlights

There is a six fold increase in expenditures for telephones due to the planned use of agency cell phones for prevention staff.

The projected increase in program staff, materials and activities and is due to increased revenue from the marijuana tax. This revenue will enable the County to implement prevention services in the community that we have previously lacked both the resources and capacity to do. With a planned restructuring of the prevention program, which would include a Prevention Supervisor, Health Promotion Specialist and Prevention Specialist, the program will focus on community assessment, planning and mobilization. Staff will work closely with groups such as CHART, Tobacco Free Coalition, NW Parenting, NW Early Learning Hub, and Prevention Works Coalition to continue and enhance the work that is already being done around identifying community needs and creating opportunities for community engagement. The Health Promotion Specialist position will build partnerships with schools and other agencies to implement new programs such as Toddlers to Tweens Parent Boot Camps (T2T) and Kaleidoscope Play and Learn. These prevention programs build family protective factors against substance abuse and Adverse Childhood Experiences by creating opportunities for parent and child bonding. T2T provides parents the skills and knowledge necessary to address their children's social and emotional growth (an essential skill for academic success). Kaleidoscope Play and Learn is a school readiness program that teaches parents of young children how to engage and teach through play. The Prevention Specialist will continue to provide programming for families and youth. This staff will be instrumental in implementing a response to the e-cigarette and vaping (JUUL) epidemic. Partnering with Public Health and the Prevention Works Coalition they will be working directly in the middle and high schools providing education and support to teachers, parents, and youth around e-cigarettes and other risk behavior. This position will work to engage young people in the Prevention Works Coalition's substance abuse prevention efforts through youth leadership opportunities, media campaigns, and other youth-led initiatives.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	78,395	68,632	64,390	186,000	121,610	188%
My Future My Choice Grant	1,654	2,647	10,000	10,000	0	0%
Hub Contract	90,000	67,500	77,500	67,500	(10,000)	- 12%
St. - Marijuana Tax	0	95,183	50,000	50,000	0	0%
Prevention Srvcs SE#70	61,250	45,938	61,250	61,500	250	0%
AD 80 Prevention	20,000	35,500	20,000	20,500	500	2%
Juv Crime Prevent	5,286	0	0	0	0	0%
Rev. Refunds & Reim.	829	205	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Alcohol/Drug TX	20,872	20,268	20,000	20,000	0	0%
Program Services	2,000	45,648	0	0	0	0%
Franchise Fees	280	280	280	280	0	0%
Total Revenue:	**280,565**	**381,799**	**303,420**	**415,780**	**112,360**	**37%**
Total Unappropriated Budget:	**68,631**	**192,461**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**211,934**	**189,339**	**303,420**	**415,780**	**112,360**	**37%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	58,517	72,716	111,980	156,170	44,190	39%
Personnel Benefits	26,404	38,376	77,200	96,360	19,160	24%
Material & Supplies	127,013	78,247	114,240	163,250	49,010	42%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**211,934**	**189,339**	**303,420**	**415,780**	**112,360**	**37%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Health Promotion Specialist	0.00	0.00	0.00	1.00	1.00	100%
Prevention Supervisor	0.72	1.00	1.00	1.00	0.00	0%
Prevention Specialist	0.84	0.67	1.00	1.00	0.00	0%
Total Personnel:	**1.56**	**1.67**	**2.00**	**3.00**	**1.00**	**50%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number parents/adults served	Count	214	800	579	822	500	800
Number youth/children served	Count	504	1,000	315	2,838	1,750	2,000
Number leadership opportunties or TA on prevention practices	Count	20	20	23	30	50	30

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Health Promotion Specialist	82-1873	0	0	0	52,450	52,450	100%
Prevention Supervisor	82-1882	47,181	54,441	71,750	62,600	(9,150)	- 12%
Prevention Specialist	82-1883	10,423	16,161	39,230	40,120	890	2%
Parent Educators	82-1884	898	1,996	1,000	1,000	0	0%
Child Care Provider	82-1885	14	118	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	533	0	0	0	0	0%
F.I.C.A.	82-1950	4,249	5,001	8,570	11,950	3,380	39%
Retirement	82-1955	6,086	9,043	18,490	32,590	14,100	76%
Medical Waiver	82-1963	316	124	0	0	0	0%
Medical Insurance	82-1964	11,581	18,637	41,330	41,670	340	0%
Dental Insurance	82-1965	1,331	1,968	3,980	5,540	1,560	39%
HSA Contribution	82-1966	1,435	2,998	4,000	3,600	(400)	- 10%
Benefits Admin Fees	82-1967	43	70	80	60	(20)	- 25%
Life/AD&D Insurance	82-1970	106	133	180	230	50	27%
Salary Continuation Insur	82-1972	166	204	290	320	30	10%
S.A.I.F.	82-1975	124	81	170	240	70	41%
Unemployment	82-1980	436	117	110	160	50	45%
Personnel Services Totals:		**84,921**	**111,092**	**189,180**	**252,530**	**63,350**	**33%**
Materials & Services							
Telephones	82-2070	462	232	200	1,400	1,200	600%
Unapportioned Projects	82-2129	0	0	25,000	61,630	36,630	146%
Program Supplies	82-2140	325	1,196	430	3,000	2,570	597%
Program Food	82-2141	124	26	0	2,000	2,000	100%
Program Activity	82-2142	1,293	3,004	0	3,000	3,000	100%
Facilities Rental	82-2143	0	200	0	200	200	100%
Juvenile Crime Prevention	82-2144	394	0	0	0	0	0%
Parent Workshop	82-2148	(209)	0	0	2,000	2,000	100%
HUB-OPEC Expenses	82-2149	15,386	7,733	19,840	7,710	(12,130)	- 61%
Insurance	82-2200	985	996	1,200	1,360	160	13%
Software Maintenance	82-2265	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	160	0	200	320	120	60%
Office Supplies	82-2410	651	499	500	500	0	0%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	46	2	10	70	60	600%
Printing And Reproduction	82-2425	119	18	50	100	50	100%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
PC Equipment	82-2455	260	260	260	1,540	1,280	492%
Contractual Services	82-2471	62,212	42,569	43,300	47,420	4,120	9%
Advertising	82-2605	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	141	0	100	100	100%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%

Education And Training	82-2928	149	545	250	1,500	1,250	500%
Reimbursed Travel Expense	82-2930	2,193	2,183	500	5,800	5,300	1060%
My Future My Choice Expenses	82-2980	138	181	5,000	5,000	0	0%
Parenting Education	82-3111	25,923	1,563	0	0	0	0%
Indirect Cost Allocation	82-3210	16,400	16,900	17,500	18,600	1,100	6%
Materials & Services Totals:		**127,013**	**78,247**	**114,240**	**163,250**	**49,010**	**42%**
Total Expenditures:		**211,934**	**189,339**	**303,420**	**415,780**	**112,360**	**1**

Approp. For Contingency 7

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.
Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
Promote and encourage healthy behaviors.

Department Overview

The Public Health Department contingency is to be used only to fund unanticipated emergencies as defined by the Board of Commissioners, or to meet expenditure requirements that are either not anticipated at the time the budget is compiled or are not absorbed during the year within existing departmental budget allocations.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	35,588	35,587	35,590	18,640	(16,950)	- 47%
Total Revenue:	**35,588**	**35,587**	**35,590**	**18,640**	**(16,950)**	**- 47%**
Total Unappropriated Budget:	**35,588**	**35,587**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**0**	**0**	**35,590**	**18,640**	**(16,950)**	**- 47%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	35,590	18,640	(16,950)	- 47%
Total Expenditures:	**0**	**0**	**35,590**	**18,640**	**(16,950)**	**- 47%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
NA	82-1000	0	0	0	0	0	0%
Personnel Services Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	35,590	18,640	(16,950)	- 47%
Contingencies Totals:		**0**	**0**	**35,590**	**18,640**	**(16,950)**	**- 47%**
Total Expenditures:		**0**	**0**	**35,590**	**18,640**	**(16,950)**	**1**

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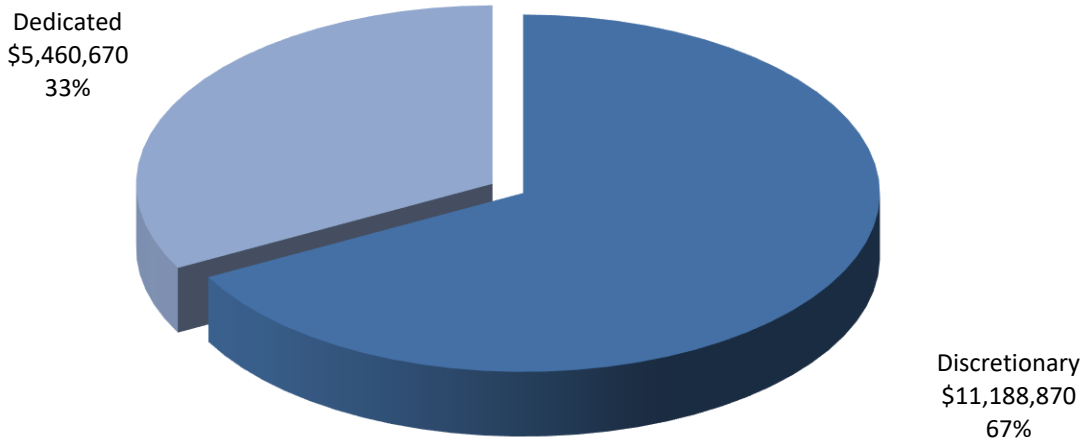
Clatsop County Functions/Programs Budget
General Government 2019-2020
Total $16,649,540



Organizational units included within this functional area in the order they appear within the budget document are:

Board of Commissioners
Board of Property Tax Appeals
Assessment & Taxation
Property Management
Clerk - Admin & Elections
Clerk - Records
County Clerk Records
County Manager
Human Resources
County Counsel
Budget & Finance
Information Systems
Building & Grounds
Dues & Special Assessments
General Fund Stabilization
Transfers to Other Funds
Approp. for Contingency 1
Insurance Reserve
Debt Service
Bond & UAL Reserve Fund

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The proposed expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

Board Of Commissioners

Mission Statement

Neighbor to neighbor, serving Clatsop County with integrity, honesty, and respect.

Department Overview

The five member Board of Commissioners is the elected governing body of the county government pursuant to the County Charter. The Board is responsible for adopting all local laws known as ordinances, determining county policy on a wide range of issues, adopting the annual budget, determining the amount of the property tax levy, establishing county goals, representing the county in state legislation and affairs with other governments agencies and employing a County Manager and County Counsel. The Board also serves as the governing body of four special service districts including: 4-H and Extension; Road District #1; Westport Sewer; and the Rural Law Enforcement Districts. The Board conducts its business in public meetings held on the second and fourth Wednesdays of each month in the county seat of Astoria at the Judge Guy Boyington Building.

Major Accomplishments

Passing of $20M jail bond in November of 2018 through positive promotion to constituents.
Distribution of state monies of approximately $500,000 to fisherman impacted by state regulations on gillnetting.
Support of Sequential Intercept Mapping to bridge gaps in services for public safety and mental health for the benefit of citizenry.

Budget Highlights

The overall Board of Commissioner budget is proposed to increase by $63,220. This increase is associate primarily by creating a new staff support position at .4 FTE which would be approximately 16 hours per week. This part-time position would not qualify for benefits. There is an increase of $24,820 projected for medical insurance, this would provide the option of health insurance for each individual Commissioner with the county covering 50% of the premium cost. This overall budget also includes a 3% cost of living increase to the Commissioner stipends as well as an increase to the reimbursed travel and education line items.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Franchise Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	612	63	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	87,431	84,901	93,260	170,050	76,790	82%
Total Revenue:	**88,042**	**84,964**	**93,260**	**170,050**	**76,790**	**82%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	31	0	50	62,950	62,900	125800%
Material & Supplies	88,012	84,964	93,210	107,100	13,890	14%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**88,042**	**84,964**	**93,260**	**170,050**	**76,790**	**82%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Code Specialist	82-1640	0	0	0	0	0	0%
Medical Insurance	82-1964	0	0	0	62,950	62,950	100%
Life/AD&D Insurance	82-1970	0	0	0	0	0	0%
Salary Continuation Insur	82-1972	0	0	0	0	0	0%
S.A.I.F.	82-1975	31	0	50	0	(50)	- 100%
Unemployment	82-1980	0	0	0	0	0	0%
Personnel Services Totals:		**31**	**0**	**50**	**62,950**	**62,900**	**125800%**
Materials & Services							
Telephones	82-2070	3,061	1,985	2,300	2,400	100	4%
Membership Fees And Dues	82-2370	100	100	100	100	0	0%
Office Supplies	82-2410	67	15	100	100	0	0%
Books And Periodicals	82-2413	0	20	100	0	(100)	- 100%
Postage And Freight	82-2419	1,074	1,493	1,400	1,400	0	0%
Printing And Reproduction	82-2425	207	321	500	300	(200)	- 40%
Contractual Services	82-2471	0	0	0	1,200	1,200	100%
Publi. And Legal Notices	82-2600	0	80	200	100	(100)	- 50%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	3,405	0	3,500	3,500	100%
Reimbursable Expense	82-2883	0	0	0	0	0	0%
Floral Arrangements	82-2909	0	0	0	0	0	0%
Vehicle Rental	82-2920	0	63	300	0	(300)	- 100%
Education And Training	82-2928	3,403	2,650	4,000	4,000	0	0%
Miscellaneous Expense	82-2929	0	100	0	0	0	0%
Reimbursed Travel Expense	82-2930	10,888	5,522	15,000	22,700	7,700	51%
Commissioners - Per Diem	82-2931	69,210	69,210	69,210	71,300	2,090	3%
Materials & Services Totals:		**88,012**	**84,964**	**93,210**	**107,100**	**13,890**	**14%**
Capital Outlay							
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**88,042**	**84,964**	**93,260**	**170,050**	**76,790**	**1**

Brd of Property Tax Appeal

Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

The County Clerk handles all of the administrative duties of the Board of Property Tax Appeals (BoPTA), starting with the appointment of the BoPTA members, and serves as the liaison between the BoPTA Board members, taxpayers, and the Assessor. BoPTA is comprised of a three-person board (plus one alternate) that first convenes in February and adjourns no later than April 15. BoPTA hears petitions from taxpayers who disagree with their property value and are appealing for the reduction of the real market value of their property. The Board makes decisions to reduce property values or waive personal property late filing fees based on evidence provided by the taxpayer. The County Clerk is officially the Clerk of the Board of Property Tax Appeals; Clatsop County designates a member of the Clerk & Elections staff to serve as BoPTA Clerk. The BoPTA Clerk accepts petitions, schedules hearings, and provides administrative assistance to the Board of Property Tax Appeals process.

Major Accomplishments

Three BoPTA board members were appointed. Ten (10) Real Property tax petitions were received. One petition was withdrawn. Two petitions were rejected for missing items. Seven hearings will be held.

Performance Measures

The County Clerk will adhere to applicable Oregon Revised Statues, Oregon Administrative Rules and Department of Revenue directives.
All petitions will be reviewed within one day of receipt and referred to the Assessor for review.
All defective petitions will be returned to petitioner within two days of receipt with clear indication of the deficiencies.
All requested hearings will be held prior to April 15.
All orders prepared for BoPTA will be finalized within 10 days of the last hearing.

Budget Highlights

This is a status quo budget unit except for personnel services costs of benefits.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Board of Property Tax filing f	0	385	1,000	530	(470)	- 47%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	25,018	29,833	32,290	35,390	3,100	9%
Total Revenue:	**25,018**	**30,218**	**33,290**	**35,920**	**2,630**	**7%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	18,650	20,789	20,840	21,960	1,120	5%
Personnel Benefits	5,024	8,026	10,190	11,700	1,510	14%
Material & Supplies	1,344	1,403	2,260	2,260	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**25,018**	**30,218**	**33,290**	**35,920**	**2,630**	**7%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
County Clerk	0.10	0.10	0.10	0.10	0.00	0%
Staff Assistant	0.25	0.25	0.25	0.25	0.00	0%
Total Personnel:	**0.35**	**0.35**	**0.35**	**0.35**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of petitions filed	Count	53	33	29	13	10	10
Number of petitions stipulated	Count	5	13	3	3	2	2
Number of petitions withdrawn by appellant	Count	1	3	10	1	1	1
Number of orders prepared	Count	47	17	16	7	7	7
Number of orders amended	Count	0	0	0	0	0	0
Percent of orders prepared within 10 days of last meeting	Percent	100%	100%	100%	100%	100%	100%
Percent of orders that need to be amended	Percent	0%	0%	0%	0%	0%	0%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
County Clerk	82-1021	8,147	9,483	8,770	9,470	700	7%
Staff Assistant	82-1191	10,503	11,305	12,070	12,490	420	3%
Overtime	82-1945	0	0	400	400	0	0%
Performance Pay	82-1948	0	0	350	0	(350)	- 100%
F.I.C.A.	82-1950	1,448	1,566	1,670	1,730	60	3%
Retirement	82-1955	2,829	4,365	4,880	6,040	1,160	23%
Medical Waiver	82-1963	420	340	300	300	0	0%
Medical Insurance	82-1964	0	1,242	2,070	2,320	250	12%
Dental Insurance	82-1965	149	178	200	590	390	195%
HSA Contribution	82-1966	0	217	200	200	0	0%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life Insurance	82-1970	30	30	30	30	0	0%
Salary Continuation Insur	82-1972	40	40	40	40	0	0%
S.A.I.F.	82-1975	25	27	30	30	0	0%
Unemployment	82-1980	83	23	20	20	0	0%
Personnel Services Totals:		**23,674**	**28,815**	**31,030**	**33,660**	**2,630**	**8%**
Materials & Services							
Telephones	82-2070	187	110	200	180	(20)	- 10%
Office Supplies	82-2410	0	0	100	70	(30)	- 30%
Postage And Freight	82-2419	0	3	100	50	(50)	- 50%
Printing And Reproduction	82-2425	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	80	80	0	0%
Fuel - Vehicles	82-2852	0	311	0	300	300	100%
Education And Training	82-2928	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	32	79	80	80	0	0%
Per Diem	82-2936	1,125	900	1,700	1,500	(200)	- 11%
Materials & Services Totals:		**1,344**	**1,403**	**2,260**	**2,260**	**0**	**0%**
Total Expenditures:		**25,018**	**30,218**	**33,290**	**35,920**	**2,630**	**1**

Assessment & Taxation

Mission Statement

The Clatsop County Assessment and Taxation mission is to fulfill all mandated functions with integrity and accountability while providing efficient, courteous and professional service to the public and prudently manage public resources.

Department Overview

The responsibilities of the department include appraisal and assessment of property and collection of property taxes for more than 60 taxing jurisdictions. The 2018-19 real market roll value of $9,383,566,648 reflects an increase of just over 6% from the prior year, while the 2018-19 assessed value of $6,311,151,505 represents a 4.14% increase overall. The total taxes certified for collection were $84,072,988.37.

APPRAISAL: Appraisal of all real property and manufactured structures; explanation and defense of appraisals; maintain personal property, commercial and industrial property records and values; preparation of ratio studies; maintain cyclical reappraisal program.

ASSESSMENT & CARTOGRAPHY: Provide assistance to public, administrative support, administer Veteran's exemption's, Senior Citizen's Deferral and Manufactured Structure records. Maintain County mapping of tax lots, ownership and legal descriptions, special assessments, annexations and tax code control.

TAX COLLECTION: Collection of property taxes; special assessments, tax accounting, preparation and control of refunds; foreclosure proceedings; and warrant processing and collection.

TRANSIENT ROOM TAX: Collection and distribution of Transient Room taxes, administrative management of all Clatsop County Short Term Rental Permits. Beginning Jan. 1, 2019, a new county-wide, 1% transient lodging tax went into effect. The new lodging tax, adopted by the Clatsop County Board of Commissioners in July, will fund jail operations and tourism promotion. The tax is in addition to any city, state or county transient lodging tax already in place. Transient lodging providers – which includes hotels, motels, B&Bs and short-term rental properties – engaged in business on Jan. 1, 2019 must register and turnover the 1% tax collected.

Major Accomplishments

Certified the 2018-19 Tax Roll of $84,072,988.37

Processed November 15, 2018 postmarked payments timely. Tax Collection continues to use the most efficient and cost effective means to collect and process tax payments. Online payment processing has seen a 30% growth since its inception in 2013.

Distributed 96.8% of tax collections to over 60 taxing districts per ORS 311.385 by end of fiscal year. The percentage of collections has remained steady.

In an effort to increase efficiency and stay in-line with the times, staff has been working with IT to develop a searchable online database which will give the public more user friendly access to their property tax information. While the project is still in the development phase, the intent is to provide the public with easier access to public record property tax information.

2018-19 proved to be an even more challenging year than the one before in handling foreclosure properties due to poor property conditions, hazards and occupants. One property in particular required the need for an escalated foreclosure process to occur; which in turn, required staff to work closely with County Legal Counsel, Property Management, and the Sheriff's Department. Over the last couple of years, the department has seen an increase in properties facing foreclosure that are in disrepair or exhibit hazardous conditions; some of which are in need of waste removal and are still being occupied. Staff continues to spend an above average amount of time to prepare and conduct research of properties in foreclosure before the redemption period expires and are deeded to Clatsop County for tax sale.

Because of the increase in workload created by collections of transient room tax and the short term rental permitting, staff has worked closely with IT to create and implement an efficient, in-house developed application for tracking and managing collections.

Performance Measures

Our performance measures require accomplishing the mandatory requirements set forth by Statute and Rule in a timely manner each year. We also set additional non-mandatory goals to improve our assessment procedures and customer service annually

Budget Highlights

Assessment and Taxation foresees 2019-20 to be a year full of positive changes, continuous growth and advances in processes.

This is the last year that US Banks will offer retail Lockbox Services; therefore thorough research has been conducted and as a result, an efficient and effective alternative has been found. Check scanning technology for in-house processing of all check forms of property tax payments will be purchased and will replace the outsourced processing formerly provided by US Bank. While the purchase of the check scanning technology for in-house processing is budgeted under special projects, an annual savings of approximately $8,000 is realized by the elimination of outsourcing of this task.

Staff also hopes to develop an in-house property tax e-statement delivery option for property owners to be available this year.

Transient room tax collections have grown in both revenue and administration due to the increased need for oversight, management, and the approval of the 1% County-wide tax; in fact, growth is to the point that the administration requires .70 of an FTE from the A&T staff, the expense of which will be moved to the Tourism organizational unit for 2019-20, along with printing and production costs for billing.

As expected, property tax collections continue to rise at an average of close to 3% a year; which continues to aide in off-setting costs for the county as a whole. Increases in room tax collections, delinquent personal property collections, and successful sales of tax foreclosed properties also add to the recovery of what could be potentially lost property tax revenue for the taxing districts.

As always, the Assessment and Taxation staff continues to strive in working towards developing new efficient ways to complete statutory required tasks while at the same time, offer quality customer service with respect, integrity and sincerity.

Completing reappraisal areas and picking up new construction continues to be the Appraisal team's primary focus. Such efforts ensure taxable assessed value and property tax revenue growth. The Appraisal team is also working with Clatsop County's Information Technology department to improve efficiency through joint development of assessment software for use with the recently deployed tablets. The tablets are a tool that will increase efficiency in the field. Accuracy is always of importance to the entire team, which is evident in the low amount of BoPTA appeals filed this year.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
St. - A & T Funding	331,143	338,432	300,000	300,000	0	0%
Revenue Refund & Reimb.	1	35	0	0	0	0%
A&T Garnishee Fee	0	30	350	200	(150)	- 42%
Room Tax Lien Recording Fees	0	0	170	0	(170)	- 100%
Nsf Check Fee	950	1,175	700	1,000	300	42%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	0	2,000	0	0	0	0%
Insurance Loss Proceeds	0	280	0	0	0	0%
Short-Term Rental Application	0	3,600	500	0	(500)	- 100%
Room Tax Determination Fees	150	0	100	0	(100)	- 100%
Boundary Adjustment Fees	3,435	3,772	3,500	2,500	(1,000)	- 28%
A & T Research Fees	538	81	100	200	100	100%
Annexations	0	4,511	0	300	300	100%
Warrant Recording Fees	9,553	13,857	8,000	7,000	(1,000)	- 12%
Application Fees	450	1,700	500	400	(100)	- 20%
Data Processing Fees	10,677	7,972	5,000	5,000	0	0%
GIS Fees & Income	28	84	0	0	0	0%
LOIS Title/Registration Fees	1,835	400	0	0	0	0%
Fees for Services	0	0	0	0	0	0%
Maps And Microfische Fees	60	64	30	30	0	0%
Copy Fees	1,615	1,670	500	700	200	40%
Miscellaneous Services	0	0	0	0	0	0%
Other Taxes	14,755	17,369	15,000	15,000	0	0%
Land Sales/cty Share	0	29,563	0	0	0	0%
General Fund Support	1,002,646	1,080,705	1,338,990	1,376,570	37,580	2%
Total Revenue:	**1,377,835**	**1,507,298**	**1,673,440**	**1,708,900**	**35,460**	**2%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	858,202	926,942	1,003,570	1,022,600	19,030	1%
Personnel Benefits	413,918	470,252	563,970	592,600	28,630	5%
Material & Supplies	80,882	86,882	105,900	93,700	(12,200)	- 11%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	24,833	23,223	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**1,377,835**	**1,507,298**	**1,673,440**	**1,708,900**	**35,460**	**2%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Assessor	1.00	1.00	1.00	1.00	0.00	0%
Property Appraisal Super.	0.00	1.00	1.00	1.00	0.00	0%
Deputy Assessor	1.00	1.00	1.00	1.00	0.00	0%
A & T Technician	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	2.00	2.00	2.00	1.30	(0.70)	- 35%
Senior Property Appraiser	4.00	3.00	3.00	3.00	0.00	0%
Property Appraiser	3.00	4.00	3.00	3.00	0.00	0%
Property Appraiser I	1.00	0.00	1.00	1.00	0.00	0%
Senior Cartographer	1.00	1.00	1.00	1.00	0.00	0%
Cartographer	1.00	1.00	1.00	1.00	0.00	0%
Personal Property Specialist	0.50	0.50	0.50	0.50	0.00	0%
Total Personnel:	**15.50**	**15.50**	**15.50**	**14.80**	**(0.70)**	**- 4%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Accounts certified to tax roll	Count	32,976	32,993	33,010	32,853	32,881	33,000
Credit Card Transactions	Count	1,100	1,100	1,348	1,496	3,000	3,200
Business Personal Property returns processed	Count	1,635	1,963	1,531	1,569	1,500	1,500
Accounts Requiring Ownership, Address and Mapping changes	Count	7,000	7,344	16,009	9,806	11,000	10,000
Accounts Requiring roll corrections and/or refunds	Count	1,000	808	982	445	500	400
Delinquent Real Property Accounts Notified	Count	2,900	3,065	4,193	3,238	3,000	3,000
Foreclosure Accounts (Judgment)	Count	40	34	53	69	40	25
Number of Warrants	Count	100	78	135	133	130	100
Number of Bankruptcies (Maintenance)	Count	127	50	23	26	20	20
Number of Cartographic partitions	Count	304	450	213	17	20	50
Cost per unit (budget A&T/ #certified units)	Count	40	45	54	50	51	52
Re-Appraisal Residential	Count	1,383	2,887	3,459	791	2,000	2,500
Re-appraisal Commercial/Industrial	Count	86	195	93	169	150	150
Permits/Segs/M-50	Count	1,580	1,476	241	1,113	1,000	1,000
Special Projects	Count	1,761	373	730	1,285	500	500
BOPTA Appeals and Requested Reviews	Count	200	103	679	380	300	200
Magistrate & Tax Court cases/trials	Count	3	4	7	7	5	5
ODF Fire Patrol Project Accounts	Count	0	0	6,244	5,599	0	0
Personal Property Garnishments/Seizures	Count	0	0	0	39	25	20
Percent of taxes distributed to districts	Percent	95%	96%	96%	96%	97%	97%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Assessor	82-1005	96,792	106,972	111,230	120,600	9,370	8%
Property Appraisal Super.	82-1100	76,016	64,250	78,440	86,310	7,870	10%
Deputy Assessor	82-1102	55,107	66,823	69,140	75,140	6,000	8%
A & T Technician	82-1103	16,490	50,059	53,880	58,550	4,670	8%
Staff Assistant	82-1191	83,334	89,688	96,530	64,940	(31,590)	- 32%
Senior Property Appraiser	82-1250	199,357	190,209	202,750	217,900	15,150	7%
Property Appraiser	82-1260	175,595	182,982	190,470	190,560	90	0%
Property Appraiser I	82-1261	34,089	26,684	48,460	50,580	2,120	4%
Senior Cartographer	82-1310	60,931	63,424	64,680	66,940	2,260	3%
Cartographer	82-1320	32,572	57,234	58,660	60,720	2,060	3%
Personal Property Specialist	82-1340	27,919	28,617	29,330	30,360	1,030	3%
Extra Help	82-1941	2,435	2,125	3,500	3,500	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	10,350	0	(10,350)	- 100%
F.I.C.A.	82-1950	61,593	66,466	77,830	78,680	850	1%
Retirement	82-1955	131,559	166,453	185,650	229,300	43,650	23%
Medical Waiver	82-1963	500	0	0	2,400	2,400	100%
Medical Insurance	82-1964	161,246	181,151	223,940	217,460	(6,480)	- 2%
Dental Insurance	82-1965	17,232	19,578	23,300	24,570	1,270	5%
HSA Contribution	82-1966	25,500	24,500	26,500	23,100	(3,400)	- 12%
Benefits Admin Fees	82-1967	354	398	370	410	40	10%
Life Insurance	82-1970	1,168	1,182	1,250	1,200	(50)	- 4%
Salary Continuation Insur	82-1972	1,398	1,368	1,510	1,500	(10)	- 0%
S.A.I.F.	82-1975	5,723	5,921	8,750	9,450	700	8%
Unemployment	82-1980	5,211	1,110	1,020	1,030	10	0%
Personnel Services Totals:		**1,272,120**	**1,397,194**	**1,567,540**	**1,615,200**	**47,660**	**3%**
Materials & Services							
Telephones	82-2070	4,975	2,453	3,000	3,000	0	0%
Lockbox Fees	82-2230	7,063	7,983	8,000	0	(8,000)	- 100%
A&T Garnishee Fee	82-2235	0	435	750	300	(450)	- 60%
Room Tax Lien Recording Fees	82-2236	0	555	500	0	(500)	- 100%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Software Maintenance	82-2265	5,840	4,040	6,750	7,000	250	3%
Membership Fees And Dues	82-2370	865	1,305	1,300	1,400	100	7%
Warrant Recording Fees	82-2375	10,242	5,422	8,000	7,500	(500)	- 6%
Office Supplies	82-2410	1,056	1,382	2,500	2,500	0	0%
Books And Periodicals	82-2413	506	699	900	1,000	100	11%
Postage And Freight	82-2419	23,151	19,970	25,000	25,000	0	0%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	7,591	10,596	12,000	11,000	(1,000)	- 8%
Microfilming	82-2440	0	8,868	0	0	0	0%
Office Furniture & Equipment	82-2454	2,859	675	1,000	1,000	0	0%

Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	5,999	7,430	12,600	10,500	(2,100)	- 16%
Contractual Technology Dev	82-2477	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	1,801	1,681	2,800	2,800	0	0%
Fuel - Vehicles	82-2852	0	1,224	800	1,700	900	112%
Vehicle Maintenance & Use	82-2923	2,046	592	3,500	2,500	(1,000)	- 28%
Education And Training	82-2928	2,275	3,026	8,000	8,000	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	4,603	8,292	8,500	8,500	0	0%
Refunds and Returns	82-3204	10	252	0	0	0	0%
Materials & Services Totals:		**80,882**	**86,882**	**105,900**	**93,700**	**(12,200)**	**- 11%**
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Transfers Out							
Trans To Fleet Replacement	82-8101	24,833	23,223	0	0	0	0%
Transfers Out Totals:		**24,833**	**23,223**	**0**	**0**	**0**	**0%**
Total Expenditures:		**1,377,835**	**1,507,298**	**1,673,440**	**1,708,900**	**35,460**	**1**

Property Management

Mission Statement

Clatsop County Property Management mantains a complete and accurate inventory of County owned or tax foreclosed real estate and manages these properties in a fair and equitable manner.

Department Overview

This departmental section operates according to the Board of Commissioners' Property Management Policy to manage, maintain, categorize and conduct disposition of county owned properties. This division provides for supervision of tax-foreclosed and non-foreclosed real property. The division contracts for fee appraisal and analysis for the disposition or retention of County real properties throughout Clatsop County; and prepares and negotiates all leases, easements, licenses for use and personal services contracts involved in the management of County properties. All surplus properties are inventoried and categorized as to the appropriate category for potential sale or future use. The division also evaluates tax-foreclosed property for potential of hazardous waste cleanup. Parcels of real property are prepared for auction and presented to the Board of Commissioners for approval. State law permits the disposition of the remaining unsold properties through negotiated or sealed bid sales. Additionally, the division works with county counsel on county reversionary issues, provides information to various groups, such as Recreational Lands Planning Advisory Committee, Parks Department and Community Development Department and is the manager of the Clatsop County Pioneer Cemetery.

Major Accomplishments

Categorized 23 tax foreclosed properties and sold 27 parcels with one County Land Sale.

Performance Measures

Performance is measured by the actual sales of property approved by the Board of Commissioners and sold at auction. Additional measures are found in the Workload Measures section.

Budget Highlights

Increases in expenses for property maintenance are due to the complex issues faced with each tax foreclosed property, including but not limited to: Hazardous human and solid waste on the premises, ejectment of owners/tenants or squatters, disposition of personal property, vehicles, travel trailers and garbage. Costs of contracted clean up is expensive and time consuming. Additionally, tax foreclosed properties often have multiple people claiming tenancy or some type of rights on the property causing assistance from multiple departments including legal counsel and the Sheriff's department.

Increased complaints concerning hazardous trees that require abatement in a timely and safe manner have resulted in higher costs and often are difficult to remedy.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	2,181	728	750	750	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Copy Fees	0	19	0	0	0	0%
Land Sales/cty Share	41,881	116,078	20,000	20,000	0	0%
Non Foreclose Sales	1,000	0	0	0	0	0%
General Fund Support	1,481	(66,931)	32,770	42,370	9,600	29%
Total Revenue:	**46,543**	**49,893**	**53,520**	**63,120**	**9,600**	**17%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	27,919	28,617	29,330	30,360	1,030	3%
Personnel Benefits	11,148	12,750	13,580	15,700	2,120	15%
Material & Supplies	7,242	8,332	10,310	16,760	6,450	62%
Special Payments	233	194	300	300	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**46,543**	**49,893**	**53,520**	**63,120**	**9,600**	**17%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Property Management Specialist	0.50	0.50	0.50	0.50	0.00	0%
Total Personnel:	**0.50**	**0.50**	**0.50**	**0.50**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Categorization of foreclose properties	Count	6	0	21	23	11	10
Properties Sold	Count	4	0	7	27	8	10
Maintenance Properties	Count	1	0	2	9	5	5
Actual tax foreclosed land sale distribution	Count	40,598	40,000	37,085	552,049	111,100	100,000
Realized Revenue from other managed properties	Count	37,574	197,390	18,530	20,910	20,000	20,000
County percentage of distribution	Count	0	0	4,672	145,641	30,000	30,000

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Personal Property Specialist	82-1340	0	9,539	0	0	0	0%
Property Management Specialist	82-1345	27,919	19,078	29,330	30,360	1,030	3%
F.I.C.A.	82-1950	2,079	2,128	2,240	2,320	80	3%
Retirement	82-1955	5,057	6,348	6,540	8,100	1,560	23%
Medical Insurance	82-1964	2,749	3,063	3,520	3,940	420	11%
Dental Insurance	82-1965	302	310	320	370	50	15%
HSA Contribution	82-1966	500	500	500	500	0	0%
Life Insurance	82-1970	38	38	40	40	0	0%
Salary Continuation Insur	82-1972	36	36	40	40	0	0%
S.A.I.F.	82-1975	271	292	350	360	10	2%
Unemployment	82-1980	116	35	30	30	0	0%
Personnel Services Totals:		**39,067**	**41,367**	**42,910**	**46,060**	**3,150**	**7%**
Materials & Services							
Telephones	82-2070	202	151	150	150	0	0%
Membership Fees And Dues	82-2370	125	50	50	50	0	0%
Office Supplies	82-2410	144	35	50	50	0	0%
Postage And Freight	82-2419	69	92	60	60	0	0%
Contractual Services	82-2471	70	375	0	0	0	0%
Fire Patrol Assessment	82-2534	3,337	3,178	3,200	2,600	(600)	- 18%
Recording Fees-Foreclosed	82-2562	437	1,936	1,500	1,500	0	0%
Recording Fees-Non Foreclosed	82-2563	0	0	0	0	0	0%
Legal Fees-Foreclosed	82-2564	0	0	0	0	0	0%
Legal Fees-Non Foreclosed	82-2565	0	0	0	0	0	0%
Public Fees-Foreclosed	82-2566	0	0	0	0	0	0%
HOA Dues - Foreclosed	82-2567	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	1,243	1,977	1,500	1,500	0	0%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	50	50	100%
Vehicle Maintenance & Use	82-2923	5	0	0	0	0	0%
Education And Training	82-2928	250	175	300	300	0	0%
Reimbursed Travel Expense	82-2930	361	363	500	500	0	0%
County Land Maintenance	82-2996	0	0	3,000	10,000	7,000	233%
Refunds and Returns	82-3204	1,000	0	0	0	0	0%
Materials & Services Totals:		**7,242**	**8,332**	**10,310**	**16,760**	**6,450**	**62%**
Special Payments							
Property Taxes	82-3800	233	194	300	300	0	0%
Special Payments Totals:		**233**	**194**	**300**	**300**	**0**	**0%**
Total Expenditures:		**46,543**	**49,893**	**53,520**	**63,120**	**9,600**	**1**

Clerk - Admin. & Elections

Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

The County Clerk is the chief election official for the County. The County Clerk coordinates and conducts all county, city, special district, state and federal elections. The County Clerk ensures elections are conducted according to Oregon Election Laws and Secretary of State Directives. Staff registers voters and maintains the statewide Oregon Centralized Voter Registration database (OCVR) for Clatsop County. Maintenance includes updating addresses and district data, verifying signatures, accepting county, city and special district initiatives, referendums and referrals, and candidate filings, issuing and mailing ballots, producing a voters' pamphlet, managing drop site locations, accepting and processing returned ballots, providing assistance to voters, tallying ballots, and releasing and certifying election results.

Major Accomplishments

The County Clerk conducted the September 18, 2018 Regular Election. Ballots were mailed to 1,301 Cannon Beach Rural Fire Protection District registered voters. County Clerk staff processed 538 voted return ballots.

The County Clerk conducted the November 6, 2018 General Election. Ballots were mailed to 27,914 Clatsop County registered voters. County Clerk staff processed 18,994 voted return ballots for a 68% voter turnout. County Clerk staff also produced a 28 page voters' pamphlet that was inserted into the state voters' pamphlet and mailed to every household in the county.

The County Clerk staff is preparing for the May 21, 2019 Regular District Election and anticipates mailing approximately 28,000 ballots to registered voters countywide. The County Clerk staff are putting together a voters' pamphlet for this regular election and will be mailing it either with the official ballot or directly to every household.

Performance Measures

Conduct elections according to Oregon Election Laws and Secretary of State Directives.
Provide accurate and efficient information and customer service.
Maintain the statewide Oregon Centralized Voter Registration database.
Process requests for information or research within one day of receipt.

Budget Highlights

The County Clerk is budgeting for three elections in FY 2019-2020; November 2019 Regular Election, May 2020 Primary Election and either September 2019 or March 2020 Regular Election. The increase in Software Maintenance, Printing and Reproduction for FY 2019-2020 is due to increased costs of programming the elections and production of Voters' Pamphlet for all regualr elections. Increase in printing and reproduction are associated with an increase in charges from vendor, producation of voters' pamphlet and the probability of BRM (Business Reply Mail) requirement from the Secretary of State.

Postage and freight increase in FY 2019-2020 are due to USPS raising postage, an increase in voter registration and voter mailings, and BRM for returned ballots. (Proposed in Governor's current budget.)

Education and Training increase in FY 2019-2020 are due to Clerks attendance at AOC (Association of Counties) meetings and VBM (Vote By Mail) Conference.

Decrease in Office Furniture & Equipment from FY 2018-2019 was from the purchase of an ergonomic desk for the Clerk and purchase of one 24 hr Ballot Drop Box located at the City of Seaside City Hall.

Decrease in Contractual Services and Membership Fees & Dues are due to continued adjustment of actual costs and partially paid from Org unit 1355 for Clerk's expenses.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Oregon Motor Voter	3,732	3,653	3,600	3,600	0	0%
Revenue Refund & Reimb.	76,447	0	0	0	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Election Fees	28,095	27,429	28,000	28,000	0	0%
Administrative Service Fee	2	0	0	0	0	0%
General Fund Support	305,701	346,019	365,710	428,160	62,450	17%
Total Revenue:	**413,977**	**377,101**	**397,310**	**459,760**	**62,450**	**15%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	234,928	171,427	174,160	182,980	8,820	5%
Personnel Benefits	97,116	116,279	119,510	134,650	15,140	12%
Material & Supplies	81,932	89,394	103,640	142,130	38,490	37%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**413,977**	**377,101**	**397,310**	**459,760**	**62,450**	**15%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
County Clerk	0.50	0.50	0.50	0.50	0.00	0%
Election Technician	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.50	1.50	1.50	1.50	0.00	0%
Total Personnel:	**3.00**	**3.00**	**3.00**	**3.00**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of new voters registered		1,056	2072	3115	1739	1800	1850
Number of voter registrations updated		6,029	16128	6738	10407	8500	9000
Number of candidates filed		131	28	137	51	135	40
Number of ballots issued		43,940	29934	50,506	60,635	57,215	50,000
Number of ballots received		21,599	16039	28,978	24,032	29,332	29,000
Number of HTML ballots issued		0	40	12	3	5	10
Number of research requests completed		26	121	11	14	10	20
Number of users accessing election information from web page		13,940	5,000	12,500	21,173	18,500	19,000
Cost per ballot		7	7	6	6	6	7
Percent of time to complete an election report from date received within 5 business days	Percent	100%	100%	100%	100%	100%	100%
Percent of error rate for data entry of voter registration cards	Percent	2%	2%	2%	2%	2%	2%
Percent of turnout of cities for election board training	Percent	0%	100%	0%	80%	0%	90%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
County Clerk	82-1021	116,931	47,417	43,870	47,330	3,460	7%
Election Technician	82-1130	55,808	57,256	58,660	60,720	2,060	3%
Staff Assistant	82-1191	62,190	66,755	71,630	74,930	3,300	4%
Extra Help - Staff Assist	82-1937	0	167	0	0	0	0%
Election Bd & Messengers	82-1944	8,429	6,100	10,000	10,000	0	0%
Overtime	82-1945	609	0	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	1,750	0	(1,750)	- 100%
F.I.C.A.	82-1950	17,430	12,519	14,340	14,890	550	3%
Retirement	82-1955	31,651	49,521	35,420	44,960	9,540	26%
Medical Waiver	82-1963	1,200	800	600	600	0	0%
Medical Insurance	82-1964	27,893	37,226	45,980	51,520	5,540	12%
Dental Insurance	82-1965	3,802	4,019	4,270	5,570	1,300	30%
HSA Contribution	82-1966	4,000	5,083	5,000	5,000	0	0%
Benefits Admin Fees	82-1967	94	99	150	100	(50)	- 33%
Life Insurance	82-1970	245	245	240	240	0	0%
Salary Continuation Insur	82-1972	288	288	290	290	0	0%
S.A.I.F.	82-1975	159	4	280	290	10	3%
Unemployment	82-1980	1,316	208	190	190	0	0%
Personnel Services Totals:		**332,044**	**287,706**	**293,670**	**317,630**	**23,960**	**8%**
Materials & Services							
Telephones	82-2070	1,399	951	1,300	1,300	0	0%
Maintenance - Equipment	82-2260	4,516	4,534	4,750	4,750	0	0%
Software Maintenance	82-2265	18,315	17,306	18,500	19,200	700	3%
Membership Fees And Dues	82-2370	385	570	550	430	(120)	- 21%
Office Supplies	82-2410	421	864	1,000	1,000	0	0%
Election Supplies	82-2411	909	522	1,000	1,000	0	0%
Books And Periodicals	82-2413	200	201	200	140	(60)	- 30%
Postage And Freight	82-2419	13,407	15,647	19,000	36,000	17,000	89%
Printing And Reproduction	82-2425	37,984	36,479	48,000	70,000	22,000	45%
Office Furniture & Equipment	82-2454	0	6,970	4,000	1,400	(2,600)	- 65%
Contractual Services	82-2471	407	411	1,000	700	(300)	- 30%
Publi. And Legal Notices	82-2600	1,171	949	1,100	1,100	0	0%
Fuel - Vehicles	82-2852	0	778	0	1,750	1,750	100%
Vehicle Maintenance & Use	82-2923	0	0	0	20	20	100%
Education And Training	82-2928	740	570	560	1,180	620	110%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	2,078	2,641	2,680	2,160	(520)	- 19%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		**81,932**	**89,394**	**103,640**	**142,130**	**38,490**	**37%**
Capital Outlay							
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%

Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		413,977	377,101	397,310	459,760	62,450	1

Clerk - Records

Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

The County Clerk is the official record keeper for Clatsop County. The County Clerk record functions are governed by Oregon Revised Statutes (ORS) Chapter 205, ORS 86, 97, 93, 100 regarding document recording, ORS 106, 107, 409, and 432 regarding marriage and domestic partnerships and Oregon Administrative Rules (OAR) Division 150 County and Special District Retention Schedule for records retention. The County Clerk's Office is an acceptance facility for US passports and adheres to US Department of State policy and procedure for accepting passports. County Administrative Policy A-26 sets forth the process for records storage at the Judge Guy Boyington Building.

The County Clerk is responsible for recording all real property transactions, deeds and mortgages, partition and subdivision plat maps, military discharges, marriage licenses and other documents as required by law. In accordance with applicable OARs, recorded documents are microfilmed annually for permanent retention.

Major Accomplishments

For the first half of FY 2018-2019, the County Clerk's Office has recorded and indexed 4,906 records, accepted 374 passport applications, issued 217 marriage licenses and officiated 33 wedding ceremonies.

The County Clerk's office has added an additional eRecording company (CSC - Corporation Service Company) to provide filers another option to eRecord their documents. This has allowed us to reduce our postage and freight expenses.

Performance Measures

Adhere to Oregon Revised Statutes, Oregon Administrative Rules, US Department of State passport acceptance policy and procedure and County Administrative policy and procedure.
Provide accurate and efficient information and customer service.
Index and return all recorded documents within 10 days.
Process requests for information or research within one day of receipt.

Budget Highlights

The reduction in Postage and Freight expenses is due to the addition of CSC for eRecording. With eRecording, documents are returned electronically rather than through the postal system.

Changes in Records and Forms, Photographic Suppies, and Contractual Services is due to the catagorization of expenses into their correct line items.

Microfilming and Printing and Reproduction decrease in FY 2019-2020 is due to moving expenses to the correct Org unit and/or line items.

Membership Fees and Dues decrease in FY 2019-2020 are due to Clerk's IGO membership dues now being included with OACC membership dues.

Decrease in Reimbursed Travel Expense is due to reallocation of how this expense is budgeted and paid partially from Org Unit 1350 for Clerk's expenses.

Office Furniture and Equipment amount in FY 2018-2019 was due to the purchase of an ergonomic desk for the Clerk. This has been completed.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Rev. Overpayments	895	273	300	300	0	0%
Nsf Check Fee	50	25	50	50	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Administrative Service Fee	9,102	8,921	0	8,500	8,500	100%
Marriage Fee	10,125	8,450	10,000	10,000	0	0%
Wedding Witness Service Fee	0	230	500	500	0	0%
Domestic Partnership Fees	0	25	0	0	0	0%
Passport Fees	31,795	35,145	18,000	20,000	2,000	11%
Wedding Ceremony	3,500	3,500	3,000	3,500	500	16%
Recording Fees	271,490	272,761	230,000	235,000	5,000	2%
Annexations	0	1,689	0	0	0	0%
Data Processing Fees	6,266	6,264	6,000	6,000	0	0%
GIS Fees & Income	1,170	0	0	0	0	0%
General Fund Support	(191,249)	(159,109)	(87,980)	(97,200)	(9,220)	10%
Total Revenue:	**143,144**	**178,174**	**179,870**	**186,650**	**6,780**	**3%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	89,028	96,325	95,420	100,300	4,880	5%
Personnel Benefits	43,375	70,149	67,200	75,520	8,320	12%
Material & Supplies	10,741	11,699	17,250	10,830	(6,420)	- 37%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**143,144**	**178,174**	**179,870**	**186,650**	**6,780**	**3%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
County Clerk	0.40	0.40	0.40	0.40	0.00	0%
Staff Assistant	1.25	1.25	1.25	1.25	0.00	0%
Total Personnel:	**1.65**	**1.65**	**1.65**	**1.65**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of documents recorded	Count	9,500	10,000	10,288	12,141	10,000	10,000
Number of research request completed	Count	100	120	60	47	50	50
Number of passports processed	Count	600	720	811	769	700	700
Number of marriage licenses issued	Count	455	480	406	338	400	425
Number of park passes issued	Count	100	134	125	94	90	95
Number of users accessing customer service forms on the web page	Count	4,200	5,390	5,400	4,492	5,000	5,000
Number of film rolls submitted to archives	Count	12	12	13	14	12	13
Number of boxes retained more than six months past purge date	Count	20	0	0	0	0	0
Cost per document recorded	Count	18	18	18	18	19	19
Percent of time that records are indexed within 10 business days of receipt	Percent	100%	100%	100%	99%	100%	100%
Percent of error rate of indexing and recording documents	Percent	0%	0%	0%	0%	0%	0%
Percent of time that a marriage license is indexed within 5 business days of receipt	Percent	95%	95%	95%	95%	99%	99%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
County Clerk	82-1021	32,587	37,933	35,090	37,860	2,770	7%
Staff Assistant	82-1191	56,442	58,392	60,330	62,440	2,110	3%
Extra Help	82-1941	0	4,853	0	0	0	0%
Overtime	82-1945	300	254	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	1,400	0	(1,400)	- 100%
F.I.C.A.	82-1950	6,680	7,489	7,510	7,770	260	3%
Retirement	82-1955	13,980	28,128	21,860	27,110	5,250	24%
Medical Waiver	82-1963	780	460	300	300	0	0%
Medical Insurance	82-1964	16,141	22,949	28,930	32,410	3,480	12%
Dental Insurance	82-1965	2,450	2,666	2,790	3,520	730	26%
HSA Contribution	82-1966	2,000	2,867	2,800	2,800	0	0%
Benefits Admin Fees	82-1967	36	32	40	40	0	0%
Life Insurance	82-1970	139	145	140	140	0	0%
Salary Continuation Insur	82-1972	176	182	180	180	0	0%
S.A.I.F.	82-1975	77	12	150	150	0	0%
Unemployment	82-1980	617	113	100	100	0	0%
Personnel Services Totals:		**132,403**	**166,475**	**162,620**	**175,820**	**13,200**	**8%**
Materials & Services							
Telephones	82-2070	1,357	655	800	800	0	0%
Maintenance - Equipment	82-2260	0	0	100	100	0	0%
Membership Fees And Dues	82-2370	0	20	325	130	(195)	- 60%
Office Supplies	82-2410	815	641	500	980	480	96%
Books And Periodicals	82-2413	0	30	0	30	30	100%
Postage And Freight	82-2419	3,950	3,080	5,000	3,000	(2,000)	- 40%
Records And Forms	82-2422	0	57	100	130	30	30%
Printing And Reproduction	82-2425	1,499	1,004	1,500	750	(750)	- 50%
Photographic Supplies	82-2427	487	500	500	1,120	620	124%
Microfilming	82-2440	2,058	0	5,000	250	(4,750)	- 95%
Office Furniture & Equipment	82-2454	0	1,220	100	0	(100)	- 100%
Legal Services	82-2469	0	1,024	0	0	0	0%
Contractual Services	82-2471	315	2,395	2,640	2,800	160	6%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	0	190	185	280	95	51%
Reimbursed Travel Expense	82-2930	243	883	500	460	(40)	- 8%
Refunds and Returns	82-3204	16	0	0	0	0	0%
Materials & Services Totals:		**10,741**	**11,699**	**17,250**	**10,830**	**(6,420)**	**- 37%**
Total Expenditures:		**143,144**	**178,174**	**179,870**	**186,650**	**6,780**	**1**

County Clerk Records

Mission Statement

Office of County Clerk staff is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

Under ORS 205.320, the County Clerk is directed to deposit 5% of recording fees in a separate fund. The funds are used to digitize records for the County archives and public access.

Major Accomplishments

County Clerk staff indexed 46,212 pages of 9,924 digitized documents for 2018. Started filling in missing images found in books 984 through 999.

Performance Measures

Index 20,000 pages of digitized documents per year.
Digitize 10,000 images per year.
Maintain the condition of permanent records housed in the Courthouse and Boyington Building.

Budget Highlights

The revenue for this fund has remained steady generating approximately $9,000. However, previous years' microfilm projects have depleted the beginning balance resulting in a reduction of funding for microfilm projects in FY 2018-2019. Have goal of building up contingency reserves to continue with microfilm project.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	3,318	1,455	2,190	3,120	930	42%
Interest On Investments	35	34	0	50	50	100%
Recording Fees	9,240	9,107	8,500	8,500	0	0%
Total Revenue:	**12,593**	**10,596**	**10,690**	**11,670**	**980**	**9%**
Total Unappropriated Budget:	**1,455**	**2,858**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**11,137**	**7,737**	**10,690**	**11,670**	**980**	**9%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	11,137	7,737	8,600	8,700	100	1%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	2,090	2,970	880	42%
Total Expenditures:	**11,137**	**7,737**	**10,690**	**11,670**	**980**	**9%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Total number of older documents indexed and rescanned	Count	2,200	5,200	2,160	0	1,100	0
Cost per older document indexed and/or rescanned and digitized	Count	1	1	1	0	1	0
Number of Books Rescanned (# of Images)	Count	2,715	8,000	0	0	16,021	0
Number of documents recorded	Count	9,500	10,000	10,288	12,141	10,000	0

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Microfilming	82-2440	4,737	2,437	2,500	2,500	0	0%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	6,400	5,300	6,100	6,200	100	1%
Materials & Services Totals:		**11,137**	**7,737**	**8,600**	**8,700**	**100**	**1%**
Contingencies							
Appropriation for Contin.	82-9900	0	0	2,090	2,970	880	42%
Contingencies Totals:		**0**	**0**	**2,090**	**2,970**	**880**	**42%**
Total Expenditures:		**11,137**	**7,737**	**10,690**	**11,670**	**980**	**1**

County Manager

Mission Statement

The mission of the County Manager is to provide leadership and direction to county staff and to facilitate and manage activities supporting the implementation, enforcement, and transparency of County policy as directed by the Board of County Commissioners.

Department Overview

The County Manager is the administrative executive of the County government, responsible to the Board of Commissioners for the proper administration of the County, also responsible for ensuring that all affairs of the County are conducted in accordance with the County Home Rule Charter. In addition, the Manager is responsible for providing staff support and policy advice to the Board of Commissioners, for directing departments regarding matters of concern to other agencies and the public, for providing liaison between departments and the Board of Commissioners, for preparing Board of Commissioners meeting agendas, for performing organizational and other special studies and for providing information to the public. The County Manager acts as the County's budget officer and has the responsibility to prepare, implement and monitor the County's annual budget in accordance with the Board's Budget Policies and Oregon Local Budget Law and for carrying out the policies established by the Board.

Major Accomplishments

-Collaborated with the five largest muncipilaties in the county to provide a comprehensive housing study for Clatsop County, Oregon.
-Worked with local fishers and the Oregon Department of Fish & Wildlife to distribute $500,000 to local fishers who suffered economic harm due to regulatory changes.
-Last 3 out of 4 North Coast Business Park properties are under contract for sale.
-Conducted Homelessness Survey to evaluate the needs within Clatsop County and provide a Proclamation for Board approval.
-Reviewed and updated all the Administrative Policies.

Performance Measures

Provide County services to the public in accordance with all applicable regulations and the policies of the Board of County Commissioners. Ensure Clatsop County residents have access to accurate information on current issues in a variety of formats, and have opportunities to provide input to County decision-makers. Ensure County goals are met and progress is communicated to the public.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Revenue Refunds & Reimbursemen	0	150	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Public Records Request	78	0	0	0	0	0%
Copy Fees	90	0	0	0	0	0%
General Fund Support	339,153	417,645	537,050	611,570	74,520	13%
Total Revenue:	**339,321**	**417,795**	**537,050**	**611,570**	**74,520**	**13%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	254,866	305,319	371,790	402,940	31,150	8%
Personnel Benefits	74,782	104,242	150,370	175,740	25,370	16%
Material & Supplies	9,673	8,234	14,890	32,890	18,000	120%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**339,321**	**417,795**	**537,050**	**611,570**	**74,520**	**13%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
County Manager	1.00	1.00	1.00	1.00	0.00	0%
Assist. Manager	0.00	0.40	0.90	0.90	0.00	0%
Administrative Assistant	0.83	0.83	0.83	0.83	0.00	0%
Community Relations Coordinato	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	**2.83**	**3.23**	**3.73**	**3.73**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Meetings Attended by County Manager	Count	526	610	520	525	600	600
Pages of Minutes for Board Meetings	Count	165	156	120	140	180	180
Agreements & Contracts Approved	Count	300	265	180	200	150	150
Board Agenda Packets Distributed	Count	27	22	22	22	216	216
Vacancies Filled on County Committees	Count	14	20	13	20	20	20
Web Page Users Accessing Pages	Count	800,000	133,260	143,392	160,000	175,000	175,000
News Releases Issued	Count	108	80	88	90	120	150

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
County Manager	82-1002	153,750	156,825	160,750	166,370	5,620	3%
Assist. Manager	82-1003	0	42,970	103,080	120,300	17,220	16%
Administrative Assistant	82-1118	44,394	47,057	0	0	0	0%
Executive Assistant	82-1121	0	0	48,090	54,300	6,210	12%
Community Relations Coordinato	82-1899	56,722	58,466	59,870	61,970	2,100	3%
Overtime	82-1945	0	0	200	200	0	0%
Performance Pay	82-1948	0	0	10,550	0	(10,550)	- 100%
F.I.C.A.	82-1950	19,359	21,314	29,340	30,920	1,580	5%
Retirement	82-1955	28,047	45,805	56,410	77,910	21,500	38%
Medical Waiver	82-1963	990	973	990	990	0	0%
Medical Insurance	82-1964	17,196	26,381	40,620	51,870	11,250	27%
Dental Insurance	82-1965	3,706	4,564	5,370	6,890	1,520	28%
HSA Contribution	82-1966	3,000	3,800	4,800	4,800	0	0%
Benefits Admin Fees	82-1967	72	85	90	90	0	0%
Life Insurance	82-1970	354	348	380	380	0	0%
Salary Continuation Insur	82-1972	474	596	740	760	20	2%
S.A.I.F.	82-1975	520	59	500	530	30	6%
Unemployment	82-1980	1,064	318	380	400	20	5%
Personnel Services Totals:		**329,648**	**409,561**	**522,160**	**578,680**	**56,520**	**10%**
Materials & Services							
Telephones	82-2070	1,549	970	1,200	1,200	0	0%
Membership Fees And Dues	82-2370	462	772	1,900	1,730	(170)	- 8%
Office Supplies	82-2410	227	471	1,000	810	(190)	- 19%
Books And Periodicals	82-2413	135	135	200	100	(100)	- 50%
Postage And Freight	82-2419	149	51	400	400	0	0%
Printing And Reproduction	82-2425	3,327	3,542	3,300	4,800	1,500	45%
Office Furniture & Equipment	82-2454	610	1,546	1,290	1,000	(290)	- 22%
Contractual Services	82-2471	300	341	500	18,500	18,000	3600%
Publi. And Legal Notices	82-2600	0	0	200	100	(100)	- 50%
Meetings/ Hosting	82-2750	0	0	0	200	200	100%
Fuel - Vehicles	82-2852	0	74	500	500	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	115	200	200	0	0%
Education And Training	82-2928	732	0	2,700	950	(1,750)	- 64%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	2,182	217	1,500	2,400	900	60%
Materials & Services Totals:		**9,673**	**8,234**	**14,890**	**32,890**	**18,000**	**120%**
Total Expenditures:		**339,321**	**417,795**	**537,050**	**611,570**	**74,520**	**1**

Human Resources

Mission Statement

Human Resources is committed to creating a respectful and equitable workplace, promoting high performance standards and a commitment to excellence amongst all employees while developing innovative and fiscally reponsible programs to engage both current, and potential employees.

Department Overview

The Human Resources Department provides a framework of personnel practices, as well as training and educational information which comply with local, state and federal laws, for all county employees in the employee life cycle from recruitment to retirement. This includes best practices regarding recruitment and retention by ensuring positions are classified and compensated equitably both through external and internal review processes, conducting a thorough orientation and onboarding process, overseeing a comprehensive annual performance evaluation system, and administering an employee award/recognition program. As well as serving as the main point of contact, working with administrators, vendors and other key staff, regarding the County's comprehensive benefits program.

HR is also responsible for the interpretation, review, and application of the County's personnel policy, through employee training and education, as well as adhering to applicable collective bargaining agreements through strong labor relations and collective bargaining negotiations.

HR is responsible for ensuring the County complies with laws such as: American with Disabilities Act (ADA), Occupation Safety and Health Administration (OSHA) regulations, Equal Employment Opportunity Commission requirements (EEO/Affirmative Action plan compliance), Health Information Portability and Accountability Act (HIPAA), and Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA), as well as the newly passed Oregon Pay Equity Law.

The Volunteer Coordinator manages all aspects of the county's volunteer services program. The coordinator assists staff in developing new volunteer jobs, recruiting for open positions, conducting new volunteer orientations staff training related to volunteer management and organizes an annual countywide volunteer recognition program.

Major Accomplishments

Introduced a Preferred Provider Organization (PPO) health insurance plan with a medical Flexible Savings Account (FSA) to provide employees a choice in medical coverage that may better fit their needs than the current High Deductible Health Plan (HDHP) with Health Savings Account (HSA).

Working with the Chief Deputy and Animal Shelter Supervisor, successfully created and filled two part time Kennel Worker positions for the Animal Shelter; previously these positions were filled through a temporary staffing agency, by converting these positions into regular County positions the Sheriff's Office will see a considerable savings in their temporary staff costs as well creating a long term employment opportunity for two dedicated members of the Animal Shelter. Provided job description revision assistance multiple departments resulting in the hiring of a Fair Manager, Engineering Technician III, Accounting Assistant I.

Facilitated an HR training covering legal recruitment processes, completing effective performance evaluations, and following progressive disciplinary procedures to Department Heads and Supervisors resulting in HR reviewing interview questions and performance evaluation drafts.
Created and awarded a Pay Equity RFQ to ensure the County is in compliance with the Oregon Pay Equity Act.

Successfully applied for and received Wellness Grant funds through the county's insurance provider CIS to promote activities that provide employees with health education and awareness.

Ongoing employee activities which include educating employees about how to be proactive consumers with managing their health & welfare benefits; refinement of job descriptions and classifications and commitment to address safety concerns as efficiently as possible.

Successfully filled 21 out of 28 open positions in FY18/19 with 35 new hires onboarded (14 were recruited from FY17/18 open positions). The average recruitment time from job posting to onboarding was approximately 65 days with 5 positions still open and 2 openings on hold due to Department Head requests.

Performance Measures

Successfully complete annual open enrollment process for employees without a disruption to benefits.

Conducted monthly Safety Committee meetings as well as quarterly safety inspections that enable proactive safety practices which can reduce employee risks for injury as well as the county's risk liability.

Continued to encourage participation in employee wellness activities to help increase productivity, health and morale.

Budget Highlights

Due to migrating to an online application system HR is anticipating a potential decrease in the combined costs of Office Supplies, Books and Periodicals, Postage and Freight, and Printing and Reproduction.

Legal Services are anticipated to remain flat in 18/19 due to increasingly more positive relationships between management and the union thereby decreasing the need for consultation services provided by an outside labor attorney. Additionally, the 19/20 budget cycle does not include a collective bargaining agreement due for negotiation.

Employee Training costs are also remaining flat due to HR exploring more cost efficient options through CIS Learning Center or by utilizing onsite training services CIS provides.

Contractual Services has been decreased to only show costs associated with fees charged by Sterling Talent for pre-employment background checks, and Shred NW for shredding services. Costs previously associated with Contractual Services are now shown in Payroll and HR Services (Dayforce monthly subscription and technical support fees) and Legal Services (a separate line item for consultation fees regarding labor or employment law related issues).

The Meeting/Hosting line item has been increased in anticipation of the County Manager recruitment process. Staff anticipates employee and community meet and greet events with the candidates, as well as providing refreshments to those assisting in the interviewing process (Commissioners, Staff, Community Members).

The Recruitment and Reimbursable Expense line items have been increased substantially in anticipation of County Manager recruitment and potential onbaording costs. This increase is expected to return to FY18/19 levels in the next budget cycle.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Rev. Refunds & Reim.	0	0	0	0	0	0%
Wellness Grant Revenue	3,570	2,738	0	2,850	2,850	100%
Miscellaneous Revenue	0	0	0	0	0	0%
Copy Fees	0	0	0	0	0	0%
General Fund Support	238,908	323,170	355,490	416,450	60,960	17%
Total Revenue:	**242,478**	**325,907**	**355,490**	**419,300**	**63,810**	**17%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	147,713	158,704	153,260	168,790	15,530	10%
Personnel Benefits	53,600	64,996	78,360	75,940	(2,420)	- 3%
Material & Supplies	41,166	102,208	123,870	174,570	50,700	40%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**242,478**	**325,907**	**355,490**	**419,300**	**63,810**	**17%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Human Resources Director	1.00	1.00	1.00	1.00	0.00	0%
Human Resources Specialist	0.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	**1.00**	**2.00**	**2.00**	**2.00**	**0.00**	**0%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Human Resources Director	82-1097	105,166	112,189	104,550	113,620	9,070	8%
Human Resources Specialist	82-1120	42,547	46,515	48,710	55,170	6,460	13%
Community Relations Coordinato	82-1899	0	0	0	0	0	0%
Extra Help - Staff Assist	82-1937	960	186	0	0	0	0%
Overtime	82-1945	92	0	200	200	0	0%
Performance Pay	82-1948	0	0	4,180	0	(4,180)	- 100%
F.I.C.A.	82-1950	11,068	11,673	12,060	12,930	870	7%
Retirement	82-1955	12,502	20,801	21,440	30,590	9,150	42%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	21,987	24,622	32,900	27,960	(4,940)	- 15%
Dental Insurance	82-1965	2,464	2,713	2,590	2,220	(370)	- 14%
HSA Contribution	82-1966	3,000	4,100	4,000	1,000	(3,000)	- 75%
Benefits Admin Fees	82-1967	49	49	50	60	10	20%
Life Insurance	82-1970	183	248	200	200	0	0%
Salary Continuation Insur	82-1972	386	404	360	380	20	5%
S.A.I.F.	82-1975	129	22	220	230	10	4%
Unemployment	82-1980	781	177	160	170	10	6%
Personnel Services Totals:		**201,313**	**223,699**	**231,620**	**244,730**	**13,110**	**5%**
Materials & Services							
Reference Checks	82-2010	0	0	0	0	0	0%
Telephones	82-2070	1,311	660	1,200	1,200	0	0%
Software Maintenance	82-2265	693	732	1,000	1,000	0	0%
Membership Fees And Dues	82-2370	2,635	2,396	1,100	1,100	0	0%
Office Supplies	82-2410	865	579	1,000	1,000	0	0%
Books And Periodicals	82-2413	85	0	100	100	0	0%
Postage And Freight	82-2419	524	506	650	650	0	0%
Printing And Reproduction	82-2425	1,000	587	600	600	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Payroll & HR Services	82-2453	0	10,941	0	36,200	36,200	100%
Office Furniture & Equipment	82-2454	0	2,706	0	0	0	0%
Legal Services	82-2469	8,653	18,911	22,000	22,000	0	0%
Contractual Services	82-2471	8,784	26,018	40,500	5,500	(35,000)	- 86%
U.A. Testing	82-2506	900	1,990	1,500	1,500	0	0%
Publi. And Legal Notices	82-2600	183	180	400	400	0	0%
Meetings/ Hosting	82-2750	34	0	0	5,000	5,000	100%
Fuel - Vehicles	82-2852	71	393	0	0	0	0%
Wellness Grant	82-2870	2,013	2,963	6,000	6,000	0	0%
Wellness Incentive	82-2875	4,287	8,376	15,000	15,000	0	0%
Recruitment Expense	82-2880	0	4,735	500	35,000	34,500	6900%
Reimbursable Expense	82-2883	0	0	0	10,000	10,000	100%
Tuition Reimbursement Program	82-2926	634	0	15,000	15,000	0	0%
Employee Training	82-2927	300	0	6,000	6,000	0	0%

Education And Training	82-2928	1,022	205	2,320	2,320	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	2,268	14,774	2,000	2,000	0	0%
Volunteer Recognition	82-3136	336	1,078	2,000	2,000	0	0%
Employee Recognition	82-3137	4,570	3,476	5,000	5,000	0	0%
Materials & Services Totals:		**41,166**	**102,208**	**123,870**	**174,570**	**50,700**	**40%**
Total Expenditures:		**242,478**	**325,907**	**355,490**	**419,300**	**63,810**	**1**

County Counsel

Department Overview

County Counsel services are selected by the Board of Commissioners as set forth by the Clatsop County Charter. County Counsel provides legal advice and representation to the Board of Commissioners, County Manager, county departments and offices and County service districts. Enforces county ordinances. Services are provided through contracts with several private attorneys who provide general and specialized legal services, i.e. labor, land use, bond counsel, etc. Contracting for legal counsel allows the county to access specialized legal services that would likely not be available if the county employed an attorney.

Budget Highlights

There have been a significant number of legal issues and or Board meetings that require counsel's time and/or presence over the past few years that have required budget adjustments to be made to the County Counsel budget. Taking these adjustments as well as the 2018-19 projected costs into consideration staff has requested a budget amount that more accurately reflects true costs.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Rev. Refunds & Reim.	1,717	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	97,655	117,648	110,200	140,000	29,800	27%
Total Revenue:	**99,372**	**117,648**	**110,200**	**140,000**	**29,800**	**27%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	99,372	117,648	110,200	140,000	29,800	27%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**99,372**	**117,648**	**110,200**	**140,000**	**29,800**	**27%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Telephones	82-2070	51	3	100	0	(100)	- 100%
Membership Fees And Dues	82-2370	0	0	100	0	(100)	- 100%
Legal Services	82-2469	22,050	117,533	110,000	140,000	30,000	27%
Contractual Services	82-2471	77,271	113	0	0	0	0%
Materials & Services Totals:		**99,372**	**117,648**	**110,200**	**140,000**	**29,800**	**27%**
Total Expenditures:		**99,372**	**117,648**	**110,200**	**140,000**	**29,800**	**1**

Budget & Finance

Mission Statement

To maintain the County's financial stability and protection of County assets through sound financial planning and management. The Department is committed to providing accurate, timely and effective financial services to all customers, both public and internal, with honesty, integrity, fairness, and with a commitment to professionalism and accountability.

Department Overview

Budget & Finance is responsible for the preparation of the County's annual budget, annual audit, long range financial planning, as well as providing financial advice to the Board and County Manager. In addition the Budget & Finance department manages operations which include: revenue receipt, accounts payable, payroll, general ledger, purchasing, fixed assets, grant accounting, investing County funds, and monitoring revenues and expenditures for all County funds.

Major Accomplishments

-Successfully completed the 2017-18 fiscal year audit and received an unmodified opinion from the external auditing firm of Koontz, Perdue, & Blasquez.
-The County received the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association (GFOA) for the 2016-17 audited financial's.
-Successfully completed the production of the 2018-19 Budget and received the Distinguished Budget Award from the Government Finance Officers Association.
-Timely and accurately processed County debt obligations, payroll processing, and financial reports.
-Provided County departments with the Indirect Cost Plan and Cost Sheets for the 2019-20 budget in a timely manner.
-In an effort to provide transparency to the citizens of Clatsop County on the budget process staff did presentations to community groups in Astoria and Seaside on how the county budget process is conducted and opportunities for citizens to provide input.
-Went through the bond rating process for a $20M GO Bond for the remodel and construction of a new county jail facility. Received a Moody's bond rating of "Aa2".

Performance Measures

-Prepare and present a transparent annual budget document that is able to earn the Government Finance Officers Association (GFOA) Distinguished Budget Award.
-Prepare the annual audit in a timely manner with an unmodified opinion.

Budget Highlights

This budget reflects the Assistant County Manager salary being allocated at 10% to the Budget & Finance Department for the role of Budget & Finance Director. The Assistant County Manager provides oversight of the Budget & Finance Dept. The Budget & Finance department also provides admin support to the Buildings & Grounds department.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Rev. Refunds & Reim.	11	1,251	0	0	0	0%
Nsf Check Fee	25	25	0	0	0	0%
Miscellaneous Revenue	1	0	0	0	0	0%
Public Records Request	0	0	0	0	0	0%
Copy Fees	0	0	0	0	0	0%
General Fund Support	431,270	406,381	471,660	497,510	25,850	5%
Total Revenue:	**431,307**	**407,657**	**471,660**	**497,510**	**25,850**	**5%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	261,532	227,787	244,330	265,970	21,640	8%
Personnel Benefits	99,857	106,528	135,030	136,640	1,610	1%
Material & Supplies	69,918	73,342	92,300	94,900	2,600	2%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**431,307**	**407,657**	**471,660**	**497,510**	**25,850**	**5%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Assist. Co. Manager	0.00	0.00	0.10	0.10	0.00	0%
Budget & Finance Director	1.00	0.60	0.00	0.00	0.00	0%
Accountant III	2.00	2.00	2.00	2.00	0.00	0%
Accountant II	0.00	1.00	1.00	1.00	0.00	0%
Accountant I	0.53	0.00	1.00	1.00	0.00	0%
Total Personnel:	**3.53**	**3.60**	**4.10**	**4.10**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Vouchers Processed		11357	13854	13193	13427	13850	14300
Accounts Payable Checks Processed		5725	5391	5977	5258	5800	5900
Payroll Checks Processed		4175	4340	4412	4760	4400	4500
Budget Preparation Hours		1383	1206	1273	1345	1300	1300
Customer Service Survey ratings as Excellent	Percent	91%	93%	96%	94%	94%	94%
Timely Annual Audit w/ an Unmodified Opinion	Percent	100%	100%	100%	100%	100%	100%
Receipt of GFOA Budget Award	Percent	100%	100%	100%	100%	100%	100%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Assist. Co. Manager	82-1003	0	0	11,450	13,370	1,920	16%
Budget & Finance Director	82-1035	99,517	47,821	0	0	0	0%
Accountant III	82-1846	46,476	130,099	131,420	136,020	4,600	3%
Accountant II	82-1848	87,197	49,867	53,200	57,820	4,620	8%
Accountant I	82-1850	28,341	0	48,260	58,760	10,500	21%
Extra Help - Staff Assist	82-1937	0	5,696	0	0	0	0%
Performance Pay	82-1948	0	0	460	0	(460)	- 100%
F.I.C.A.	82-1950	18,944	16,920	18,730	20,350	1,620	8%
Retirement	82-1955	37,137	39,131	48,880	59,810	10,930	22%
Medical Waiver	82-1963	500	0	0	0	0	0%
Medical Insurance	82-1964	29,854	33,999	52,700	43,780	(8,920)	- 16%
Dental Insurance	82-1965	5,745	5,205	6,750	6,130	(620)	- 9%
HSA Contribution	82-1966	5,167	4,600	6,200	5,200	(1,000)	- 16%
Benefits Admin Fees	82-1967	79	84	80	90	10	12%
Life/AD&D Insurance	82-1970	351	288	310	310	0	0%
Salary Continuation Insur	82-1972	444	334	310	310	0	0%
S.A.I.F.	82-1975	205	(6)	370	390	20	5%
Unemployment	82-1980	1,432	276	240	270	30	12%
Personnel Services Totals:		**361,389**	**334,315**	**379,360**	**402,610**	**23,250**	**6%**
Materials & Services							
Telephones	82-2070	929	637	870	900	30	3%
Maintenance - Equipment	82-2260	0	0	500	500	0	0%
Software Maintenance	82-2265	500	2,570	2,000	2,000	0	0%
Membership Fees And Dues	82-2370	530	1,040	780	780	0	0%
Office Supplies	82-2410	441	875	8,700	2,500	(6,200)	- 71%
Postage And Freight	82-2419	3,325	2,940	3,500	3,500	0	0%
Records And Forms	82-2422	933	63	500	500	0	0%
Budget Production	82-2424	1,113	1,493	3,000	3,000	0	0%
Printing And Reproduction	82-2425	3,636	4,044	3,000	3,000	0	0%
Microfilming	82-2440	0	1,803	0	870	870	100%
Payroll & HR Services	82-2453	0	46,309	0	53,000	53,000	100%
Contractual Services	82-2471	53,332	9,623	61,000	15,700	(45,300)	- 74%
Publi. And Legal Notices	82-2600	1,067	542	600	600	0	0%
Fuel - Vehicles	82-2852	0	12	600	600	0	0%
Education And Training	82-2928	1,055	1,015	2,350	2,350	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	3,057	376	4,900	5,100	200	4%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		**69,918**	**73,342**	**92,300**	**94,900**	**2,600**	**2%**
Total Expenditures:		**431,307**	**407,657**	**471,660**	**497,510**	**25,850**	**1**

Information Systems

Mission Statement

The Clatsop County Department of Information Technology is dedicated to providing and supporting reliable technologies and technology-based services in a timely, high-quality, cost-effective manner to all clients of county government.

Department Overview

Information Systems (IS) is committed to providing integrated systems developed in a collaborative, solutions-oriented environment with a focus on customer service, operations efficiency, and fiscal accountability. IS is responsible for information technology, telecommunications, and office automation. IS supplies technical support for PC's, printers, servers, phone systems, and copiers including support for several remote locations. In coordination with the departments, IS develops and plans for information technology and communication needs for the County. The in-house software development team supports the core business client/server applications including Geographic Information Systems(GIS).

Major Accomplishments

Completed the deployment of tablets for the appraisal department.
Installed security cameras in the Boyington Bldg. for Elections.
Installed security cameras at the Animal Control facility.
Replaced security cameras at the Courthouse, the Jail and at the Sheriff's office.
Developed software to collect and track Short Term rental properties throughout the County.
Completed the GIS data conversion for the Cartographers and converted Webmaps to a new platform.
Replaced the Core and department switches on the County Network.

Budget Highlights

The General Fund subsidy for Materials and Supplies shows a slight increase in the 2019-2020 fiscal year to account for one time payments to complete the County wide computer replacement. The General Fund subsidy for Personnel Services will have an estimated increase of 9% which reflects step increases, insurance increases, and a potential cost of living increase.
Replacing the security camera systems at various locations around the County will enable the IT department to provide maintenance and support for the systems without outside contract help.
We continue to utilize and maintain up to date multi-layer firewalls to protect the County network against public facing connections.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
ORMAP Grant	0	0	0	0	0	0%
GIS ORMAP Grant	0	0	0	0	0	0%
Rev. Refunds & Reim.	6,534	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
ID Card Replacement	15	95	100	100	0	0%
GIS Fees & Income	2,787	4,230	4,000	4,000	0	0%
Fees for Services	3,158	384	0	0	0	0%
Transfer from CH Security	0	0	4,000	4,000	0	0%
General Fund Support	743,482	881,231	1,008,890	1,096,360	87,470	8%
Total Revenue:	**755,975**	**885,941**	**1,016,990**	**1,104,460**	**87,470**	**8%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	439,093	528,707	573,000	606,300	33,300	5%
Personnel Benefits	160,265	208,966	249,170	290,440	41,270	16%
Material & Supplies	156,616	148,268	194,820	207,720	12,900	6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**755,975**	**885,941**	**1,016,990**	**1,104,460**	**87,470**	**8%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Information Systems Manager	1.00	1.00	1.00	1.00	0.00	0%
Administrative Assistant	0.08	0.08	0.08	0.08	0.00	0%
Information Systems Analyst	1.00	1.00	1.00	1.00	0.00	0%
SR Network Administrator	1.00	1.00	1.00	1.00	0.00	0%
PC Help Desk	1.00	0.00	0.00	0.00	0.00	0%
Network Administrator	1.00	1.00	1.00	1.00	0.00	0%
Network Technician	0.00	1.00	1.00	1.00	0.00	0%
GIS Coordinator/Analyst	1.00	1.00	1.00	1.00	0.00	0%
GIS Technician	0.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	**6.08**	**7.08**	**7.08**	**7.08**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
EASY ... less than 1 day to complete, 1 IT staff person	Count	1,100	1,260	1,500	1,500	1,400	1,600
MEDIUM ... less than 3 days to complete, 1 IT staff person	Count	400	500	410	400	310	400
HARD ... More than 3 day to complete of more than 1 IT staff person	Count	100	100	110	100	100	120
SPECIAL PROJECTS ... items specified on the annual IT project list	Count	1,400	1,450	1,500	1,600	1,600	1,700
Percent of network availability - 24/7	Percent	99%	99%	99%	99%	99%	99%
Percent of network availability - during work hours	Percent	99%	99%	99%	99%	99%	99%
Customer Satisfaction - rating of good to excellent	Percent	97%	95%	91%	95%	95%	95%
Ratio of IS staff to total county network users	Percent	2%	2%	2%	2%	2%	2%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Information Systems Manager	82-1101	97,648	104,488	111,480	120,920	9,440	8%
Administrative Assistant	82-1118	0	1,462	0	0	0	0%
Executive Assistant	82-1121	0	0	4,370	4,940	570	13%
Staff Assistant	82-1191	4,036	2,833	0	0	0	0%
Information Systems Analyst	82-1365	86,286	89,288	91,330	94,530	3,200	3%
SR Network Administrator	82-1370	86,286	88,833	91,330	94,530	3,200	3%
PC Help Desk	82-1385	37,193	1,987	0	0	0	0%
Network Administrator	82-1390	56,385	68,704	73,380	77,490	4,110	5%
Network Technician	82-1395	0	64,032	71,480	78,090	6,610	9%
GIS Coordinator/Analyst	82-1402	71,261	73,603	74,870	77,490	2,620	3%
GIS Technician	82-1405	0	33,478	54,760	58,310	3,550	6%
Performance Pay	82-1948	0	0	4,460	0	(4,460)	- 100%
F.I.C.A.	82-1950	32,113	38,699	44,270	46,480	2,210	4%
Retirement	82-1955	52,822	76,297	89,120	120,780	31,660	35%
Medical Waiver	82-1963	1,290	1,290	1,290	1,290	0	0%
Medical Insurance	82-1964	52,380	69,243	85,380	95,650	10,270	12%
Dental Insurance	82-1965	9,564	10,825	11,340	12,850	1,510	13%
HSA Contribution	82-1966	7,947	10,000	10,000	10,000	0	0%
Benefits Admin Fees	82-1967	176	195	200	200	0	0%
Life/AD&D Insurance	82-1970	544	656	640	640	0	0%
Salary Continuation Insur	82-1972	848	1,050	1,090	1,100	10	0%
S.A.I.F.	82-1975	349	110	800	840	40	5%
Unemployment	82-1980	2,233	602	580	610	30	5%
Personnel Services Totals:		**599,359**	**737,673**	**822,170**	**896,740**	**74,570**	**9%**
Materials & Services							
Telephones	82-2070	4,217	2,326	2,400	2,400	0	0%
Maintenance - Equipment	82-2260	10	17	25,000	25,000	0	0%
Software Maintenance	82-2265	60,195	56,878	65,720	72,220	6,500	9%
Membership Fees And Dues	82-2370	100	100	100	100	0	0%
Office Supplies	82-2410	455	1,146	1,000	1,000	0	0%
Books And Periodicals	82-2413	0	20	0	0	0	0%
Postage And Freight	82-2419	94	12	500	500	0	0%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	502	1,397	500	500	0	0%
PC Equipment	82-2455	82,141	80,604	84,500	89,500	5,000	5%
Contractual Services	82-2471	150	0	0	5,000	5,000	100%
Contractual Technology Dev	82-2477	6,184	4,700	8,600	5,000	(3,600)	- 41%
Publi. And Legal Notices	82-2600	0	612	500	500	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	2,500	304	4,500	4,500	0	0%
Reimbursed Travel Expense	82-2930	59	256	1,500	1,500	0	0%
Refunds and Returns	82-3204	9	(103)	0	0	0	0%

Materials & Services Totals:		156,616	148,268	194,820	207,720	12,900	6%
Total Expenditures:		755,975	885,941	1,016,990	1,104,460	87,470	1

Building & Grounds

Mission Statement

Building and Grounds supports public citizens, elected officials, county management, staff and the visitors to our facilities, with the responsive services required to achieve their public service goals and missions.

Department Overview

Building & Grounds staff work with County departments and contractors to provide general renovations, scheduled and unscheduled maintenance, custodial services and emergency repairs to County buildings. We manage the Courthouse, Sheriff's Detention Center, Judge Guy Boyington Building, Animal Shelter, Sheriff's Office, and 800 & 820 Exchange Buildings.

Major Accomplishments

The Building and Grounds staff first goal is to keep the lights & heat on and the rain & weather on the outside. Our staff has worked their normal shifts and respond many times after hours, weekends, etc. to urgent request to make repairs that cannot wait until the next day. The Household Hazardous Waste project is also a significant ongoing project that we manage. The carpet was replaced in Courtroom basement, this was a significant project. B&G staff continues to assist all of the General Fund departments on an ongoing daily basis, we have staff respond on weekends, and nights to the 24 hour operations of some of the county buildings. Our staff also cleans and sets up for all of the meetings at the Boyington Building. We also provide daily janitorial service to the Courthouse and all of the general fund buildings. We also manage the repairs and upgrades on the county buildings funded by special projects money. We also maintain the security electronics and intercom systems at the jail and courthouse and along with the IT staff maintain the electronic door locks. The alarm system are also maintained, they provide fire and security monitoring and also monitor the vaccine refrigerators at the Health Department.

Performance Measures

The performance measures are based on the Work Order system we use to track maintenance requests. We continue to respond quickly to the requests from the departments. We plan to change how we track performance, by tracking Preventative task and Reactive task, along with the time it takes to complete request from departments. The goal is to have 70% of the task be Preventative planned task and 30% Reactive task.

Budget Highlights

Personnel cost reflect negotiated increases per union contracts as well as cost increases associated with PERS, health care, and tax rates. Per Board Policy materials and supplies maintain a base budget amount.
The special projects budget includes many projects that are required to maintain our buildings and keep the equipment up to date. We also spend significant time on the Jail Project, including preparing RFP to hire consultants, interacting with the State on the building issues and the working with the consultants to manage the project.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Rev. Refunds & Reim.	808	2,530	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Capitol Improvement Project	0	0	20,470	0	(20,470)	- 100%
Transfer from CH Security	4,000	4,000	0	0	0	0%
Property Rents	11,100	13,920	15,660	18,060	2,400	15%
General Fund Support	1,024,981	1,050,216	1,089,700	1,153,980	64,280	5%
Total Revenue:	**1,040,890**	**1,070,666**	**1,125,830**	**1,172,040**	**46,210**	**4%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	312,684	332,590	351,360	368,390	17,030	4%
Personnel Benefits	159,608	188,540	213,940	247,370	33,430	15%
Material & Supplies	567,974	548,873	559,830	555,580	(4,250)	- 0%
Special Payments	623	663	700	700	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**1,040,890**	**1,070,666**	**1,125,830**	**1,172,040**	**46,210**	**4%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Works Director	0.15	0.15	0.15	0.00	(0.15)	- 100%
Maint/custodial Supervisr	1.00	1.00	1.00	1.00	0.00	0%
Facilities & Projects Manager	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	0.25	0.25	0.25	0.53	0.28	112%
Maintenance Technician	1.00	1.00	1.00	1.00	0.00	0%
Maintenance Assistant	1.00	1.00	1.00	1.00	0.00	0%
Custodian	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	**5.40**	**5.40**	**5.40**	**5.53**	**0.13**	**2%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Total number of work requests completed	Count	450	1,071	1,400	1,260	1,470	2,000
Preventative Maintence task completed	Count	0	0	0	0	0	1,400
Percent of task that are Reactive	Count	0	0	0	0	0	30
Percent of task that are Preventative	Count	0	0	0	0	0	70
Minor Request Completed in 1 work day	Count	0	0	0	0	587	600
Work Request Completed in 1 week	Count	0	0	0	0	577	500
Minor Request Completed in 1 work day		350	598	700	810	587	600
Work Request Completed in 1 week		450	911	1100	1160	577	500
Work Request Complete in FY		450	1071	1400	1260	1470	2000
Preventative Maintence task completed							14000
Percent of task that are Reactive							30
Percent of task that are Preventative							70
Reactive Maintence task completed							600
% of minor requests completed in 1 day	Percent	58%	51%	46%	60%	60%	60%
% of major requests completed in FY	Percent	80%	70%	20%	80%	80%	80%
% of customer satisifaction good to excellent	Percent	90%	90%	90%	90%	90%	90%
% of task that are Reactive	Percent	0%	0%	0%	0%	0%	30%
% of task that are Preventative	Percent	0%	0%	0%	0%	0%	70%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Works Director	82-1088	14,506	15,140	16,230	0	(16,230)	- 100%
Maint/custodial Supervisr	82-1108	67,852	71,430	76,820	83,490	6,670	8%
Facilities & Projects Manager	82-1145	93,327	97,910	103,820	110,140	6,320	6%
Staff Assistant	82-1191	11,484	11,785	12,070	24,010	11,940	98%
Maintenance Technician	82-1720	35,042	41,902	44,290	48,140	3,850	8%
Maintenance Assistant	82-1725	54,607	55,965	56,770	58,760	1,990	3%
Custodian	82-1780	35,866	38,457	41,360	43,850	2,490	6%
Accountant I	82-1850	0	0	0	0	0	0%
Overtime	82-1945	372	1,478	800	800	0	0%
Performance Pay	82-1948	0	0	4,800	0	(4,800)	- 100%
F.I.C.A.	82-1950	22,843	24,354	27,310	28,240	930	3%
Retirement	82-1955	47,074	64,532	69,570	90,610	21,040	30%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	64,215	74,309	85,370	100,240	14,870	17%
Dental Insurance	82-1965	6,315	6,773	7,160	8,610	1,450	20%
HSA Contribution	82-1966	10,300	9,800	9,800	10,060	260	2%
Benefits Admin Fees	82-1967	100	120	120	130	10	8%
Life Insurance	82-1970	478	485	460	510	50	10%
Salary Continuation Insur	82-1972	680	695	700	690	(10)	- 1%
S.A.I.F.	82-1975	5,485	5,609	7,490	7,110	(380)	- 5%
Unemployment	82-1980	1,744	385	360	370	10	2%
Personnel Services Totals:		**472,293**	**521,129**	**565,300**	**615,760**	**50,460**	**8%**
Materials & Services							
Telephones	82-2070	4,099	4,096	4,000	4,000	0	0%
Custodial Services - Sheriff O	82-2150	26,466	21,396	21,830	22,500	670	3%
Custodial Supplies - Sheriff O	82-2151	3,795	1,833	2,000	2,000	0	0%
Custodial Services - Boy Mtg C	82-2153	0	0	0	0	0	0%
Custodial Supplies - Boy Mtg C	82-2154	59	45	200	200	0	0%
Custodial Services - Animal Sh	82-2155	600	1,224	0	0	0	0%
Custodial Supplies - Animal Sh	82-2156	0	0	0	0	0	0%
Custodial Supplies - Jail	82-2157	13,940	14,848	13,000	12,500	(500)	- 3%
Custodial Services - Jail	82-2158	7,260	18,242	18,420	19,890	1,470	7%
Custodial Supplies	82-2160	8,344	7,530	6,500	6,500	0	0%
Custodial Services	82-2161	7,251	4,467	8,000	7,500	(500)	- 6%
Custodial Supplies-800/820	82-2163	3,074	6,129	4,000	6,000	2,000	50%
Custodial Services-800/820	82-2168	55,435	56,804	57,440	58,750	1,310	2%
Utilities-800	82-2191	35,631	35,319	34,000	32,000	(2,000)	- 5%
Utilities-820	82-2192	21,443	23,509	25,000	24,000	(1,000)	- 4%
Maintenance Supplies	82-2259	10,910	9,621	9,000	8,500	(500)	- 5%
Maintenance - Equipment	82-2260	1,963	3,478	2,000	2,000	0	0%
Maintenance - Boiler	82-2261	405	1,765	3,800	3,000	(800)	- 21%
Maint. Supp. - OYA Facility	82-2267	0	0	0	0	0	0%

Alarm Monitoring - 800/820	82-2270	1,797	1,797	2,310	1,900	(410)	- 17%
Alarm Monitoring - CCSO	82-2271	1,013	1,138	1,300	1,300	0	0%
Alarm Monitoring	82-2272	2,456	2,755	3,100	3,000	(100)	- 3%
Maintenance S.I.G.	82-2300	41,515	22,226	36,000	36,000	0	0%
Employee Drug Screen	82-2302	0	0	100	200	100	100%
Animal Control Maint. S.I.G.	82-2303	687	306	0	0	0	0%
Jail Maint S.I.G.	82-2304	36,749	35,395	40,000	40,000	0	0%
Maintenance - Elevators	82-2305	5,629	5,216	10,000	9,000	(1,000)	- 10%
Maint. Elevators-800/820	82-2306	6,311	5,253	6,000	6,000	0	0%
Maint. S.I.G - Boy Mtg Ctr.	82-2307	8,038	3,229	2,500	2,500	0	0%
Maint. S.I.G. - OYA Facility	82-2308	0	0	0	0	0	0%
Maint S.I.G. Boat House	82-2313	143	192	500	500	0	0%
Maint S.I.G. - CCSO	82-2314	12,928	11,737	10,000	10,000	0	0%
800 Maint. S.I.G.	82-2321	14,674	19,555	10,000	10,000	0	0%
820 Maint. S.I.G.	82-2322	9,810	9,122	8,500	8,000	(500)	- 5%
B&G Shop SIG	82-2331	127	639	300	300	0	0%
Membership Fees And Dues	82-2370	0	50	300	300	0	0%
Office Supplies	82-2410	1,035	922	200	300	100	50%
Books And Periodicals	82-2413	204	0	230	230	0	0%
Postage And Freight	82-2419	140	221	200	200	0	0%
Printing And Reproduction	82-2425	187	360	600	600	0	0%
Contractual Services	82-2471	15,453	12,030	18,000	18,000	0	0%
Contractual Services-Temp Help	82-2492	0	0	1,000	1,000	0	0%
Publi. And Legal Notices	82-2600	262	820	1,000	1,000	0	0%
Rents And Leases - Equip.	82-2630	350	0	0	0	0	0%
Rts. & Lea. - S., I. & G.	82-2670	12,200	12,000	12,000	12,000	0	0%
Small Tools And Instrum.	82-2710	5,533	3,224	6,000	8,000	2,000	33%
Fuel - Equipment	82-2851	0	0	200	200	0	0%
Fuel - Vehicles	82-2852	0	799	600	1,000	400	66%
Safety Program	82-2862	0	0	150	150	0	0%
Vehicle Maintenance & Use	82-2923	1,793	0	500	500	0	0%
Education And Training	82-2928	458	2,202	3,000	3,100	100	3%
Reimbursed Travel Expense	82-2930	132	635	2,460	2,460	0	0%
Road Department Services	82-2959	621	5,340	9,800	5,000	(4,800)	- 48%
Utilities	82-2960	40,439	37,431	33,000	33,000	0	0%
Utilities SO Deten Center	82-2961	109,430	109,665	98,000	98,000	0	0%
Utilities - Boy Mtg Ctr	82-2962	7,715	6,707	6,000	6,000	0	0%
Utilities B&G Shop	82-2964	5,181	4,246	4,790	4,500	(290)	- 6%
Utilities - CCSO	82-2965	24,287	23,354	22,000	22,000	0	0%
Utilities - OYA Facility	82-2968	0	0	0	0	0	0%
Materials & Services Totals:		**567,974**	**548,873**	**559,830**	**555,580**	**(4,250)**	**- 0%**
Special Payments							
Property Taxes	82-3800	623	663	700	700	0	0%
Special Payments Totals:		**623**	**663**	**700**	**700**	**0**	**0%**
Total Expenditures:		**1,040,890**	**1,070,666**	**1,125,830**	**1,172,040**	**46,210**	**1**

Dues & Special Assessments

Department Overview

Appropriations are made in this budget when not logically assigned to another specific area. Appropriations to agencies not part of County government are also included here.

Budget Highlights

This budget reflects an increase in general liability insurance costs. These costs can vary significantly from year to year so staff is taking a conservative approach and budgeting for an approximate 18% increase over the actual 2017-18 fiscal year costs based on historical increases.

There is an increase of $45,650 for the County's Veteran Services contract, this is an increase over the amount originally budgeted in the 2017-18 FY, this is a result of increases in state support during the 2017-2019 Biennium.

A total of $20,000 has been budgeted in Contributions To Outside Agencies". Of this amount $5,000 is to continue to provide support to the Astoria/Seaside Libraries to support the rural community outreach programs, in addition there is $15,000 budgeted to provide support to local non-profit agencies who apply for additional community outreach services.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	34,271	67,389	0	0	0	0%
NW OR Kinder Ready Pilot	25,097	324,903	0	0	0	0%
St. - Liquor 2145	13,915	13,512	13,500	13,500	0	0%
Veteran Services	49,186	95,662	95,660	95,660	0	0%
Columbia River Transitions Fun	0	0	0	0	0	0%
Economic Development	0	0	0	0	0	0%
Room Tax	38,430	41,678	55,000	55,000	0	0%
Rev. Refunds & Reim.	1,562	204	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	257,624	187,050	429,940	446,010	16,070	3%
Total Revenue:	**420,085**	**730,398**	**594,100**	**610,170**	**16,070**	**2%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	298,770	345,112	412,100	433,170	21,070	5%
Special Payments	121,315	385,286	182,000	177,000	(5,000)	- 2%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**420,085**	**730,398**	**594,100**	**610,170**	**16,070**	**2%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Insurance	82-2200	145,477	152,234	207,440	224,500	17,060	8%
Pioneer Cemetery	82-2301	1,669	0	1,300	5,000	3,700	284%
Membership Fees And Dues	82-2370	24,075	24,670	24,210	24,520	310	1%
Auditing And Accounting	82-2462	52,350	50,350	55,000	55,000	0	0%
Veterans Outreach Grant	82-2464	1,110	0	0	0	0	0%
Veterans Service Contract	82-2468	69,672	116,148	116,150	116,150	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Mentally Ill	82-2496	4,418	1,710	8,000	8,000	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Materials & Services Totals:		**298,770**	**345,112**	**412,100**	**433,170**	**21,070**	**5%**
Special Payments							
Pub. Road & Drainage Improv.	82-3008	5,312	3,871	55,000	55,000	0	0%
Mental Health 2145	82-3100	13,915	13,512	14,000	14,000	0	0%
Soil Conservation Dist.	82-3110	6,000	6,000	6,000	6,000	0	0%
NW Senior & Disability Serv.	82-3148	17,000	17,000	17,000	17,000	0	0%
Historical Society	82-3202	0	0	0	0	0	0%
Library Services Agreement	82-3574	0	0	5,000	5,000	0	0%
Cont. To Outside Agencies	82-3575	12,500	20,000	35,000	30,000	(5,000)	- 14%
Crisis Respite Center	82-3576	41,492	0	50,000	50,000	0	0%
Columbia River Transitions Fun	82-3579	0	0	0	0	0	0%
NW OR Kinder Ready Pilot	82-3580	25,097	324,903	0	0	0	0%
Special Payments Totals:		**121,315**	**385,286**	**182,000**	**177,000**	**(5,000)**	**- 2%**
Total Expenditures:		**420,085**	**730,398**	**594,100**	**610,170**	**16,070**	**1**

General Fund Stabilization

Department Overview

To set aside timber revenue resources that are in excess of the fifteen (15) year low once Special Projects needs have been identified, in an effort to provide a long term resource for General Fund operations in the event that timber revenues received are insufficient in the future. This organizational unit will be used to meet any General Fund financial commitments in any year when the county's timber revenue projection is less than the total amount of current year commitments including the amount provided in the Special Projects fund and any debt payment obligations.

Budget Highlights

This organizational unit was created as a result of the County's Long Term Financial Plan update. As a result of this update the recommendation was made that the General Fund Stabilization Account that was previously held in the Special Projects Fund should be maintained in the General Fund for transparency purposes. This organizational unit will be used to meet any General Fund financial commitments in any year when the county's timber revenue projection is less than the total amount of current year commitments. The LTFP recommendation was to maintain a balance of at least $2,000,000. Should the resources in the General Fund drop below the $2M threshold, expenditure reductions will be evaluated based on the Resource Management Strategy and the priority service levels identified by the Board of Commissioners per the Board Budget Policies.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	0	0	2,000,000	2,000,000	0	0%
Timber Sales General Fund	0	0	0	0	0	0%
General Fund Support	0	0	0	0	0	0%
Total Revenue:	**0**	**0**	**2,000,000**	**2,000,000**	**0**	**0%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	2,000,000	2,000,000	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**0**	**0**	**2,000,000**	**2,000,000**	**0**	**0%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Unapportioned Projects	82-2129	0	0	2,000,000	2,000,000	0	0%
Materials & Services Totals:		**0**	**0**	**2,000,000**	**2,000,000**	**0**	**0%**
Transfers Out							
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**0**	**0**	**2,000,000**	**2,000,000**	**0**	**1**

Transfers To Other Funds

Department Overview

This fund functions to transfer discretionary General Fund revenues to other funds. The funds receiving General Fund support budget a corresponding transfer in.

Budget Highlights

Per Board policy any timber revenues received beyond the 15 year low is to be transferred to the Special Projects fund into a General Fund Stabilization Account. The 2019-20 fiscal year revenues remain the same as 2018-19, as this amount continues to be the 15 year low in timber receipts.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Timber Sales	2,428,633	4,608,476	1,394,280	1,394,280	0	0%
General Fund Support	94,547	(1,204,096)	537,560	546,770	9,210	1%
Total Revenue:	**2,523,180**	**3,404,380**	**1,931,840**	**1,941,050**	**9,210**	**0%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	2,523,180	3,404,380	1,931,840	1,941,050	9,210	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**2,523,180**	**3,404,380**	**1,931,840**	**1,941,050**	**9,210**	**0%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Transfers Out							
Transfer To Health Dept.	82-8005	461,000	442,200	461,000	461,000	0	0%
Trans To Special Projects	82-8100	1,994,280	2,894,280	1,394,280	1,394,280	0	0%
Trans To Emergency Comm	82-8110	0	0	0	0	0	0%
Trans To Drug Task Force	82-8115	0	0	0	0	0	0%
Trans To Marine Patrol	82-8120	27,200	27,200	27,200	27,200	0	0%
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfer to Drug & Alcohol Pre	82-8170	0	0	0	0	0	0%
Trans to Juvenile Detention Ct	82-8175	0	0	0	0	0	0%
Trans To Child Support	82-8400	40,700	40,700	49,360	58,570	9,210	18%
Transfers To Comm. Corrections	82-8430	0	0	0	0	0	0%
Transfers Out Totals:		**2,523,180**	**3,404,380**	**1,931,840**	**1,941,050**	**9,210**	**0%**
Total Expenditures:		**2,523,180**	**3,404,380**	**1,931,840**	**1,941,050**	**9,210**	**1**

Approp. For Contingency 1

Department Overview

The General Fund Contingency is traditionally used only to fund unanticipated emergencies as defined by the Board of Commissioners, or to meet expenditure requirements that are either not anticipated at the time the budget is compiled or are not able to be absorbed during the year within existing departmental budget allocations. This amount reflects 10% of the General Fund operating budget minus contingency.

Funding Sources

Departmental Revenue Account Name	Actual	Actual	Budget		$ Change	% Change
					0	
General Fund Support	0	0	2,207,720	2,606,730	399,010	18%
Total Revenue:	**0**	**0**	**2,207,720**	**2,606,730**	**399,010**	**18%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	2,207,720	2,606,730	399,010	18%
Total Expenditures:	**0**	**0**	**2,207,720**	**2,606,730**	**399,010**	**18%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Contingencies							
Approp. For Contg. - Gen.	82-9901	0	0	2,207,720	2,606,730	399,010	18%
Contingencies Totals:		**0**	**0**	**2,207,720**	**2,606,730**	**399,010**	**18%**
Total Expenditures:		**0**	**0**	**2,207,720**	**2,606,730**	**399,010**	**1**

Insurance Reserve

Department Overview

This fund was originally created to pay workers' compensation claims during the time that the County's workers' compensation plan required payment of minimum charges plus actual claims reimbursed. As the result of changes in the insurance program, the fund is now used to "buy out" responsibility for continued claims activities on prior years coverage, pay additional premiums in the event our previous year's experience is high and for expenses related to the County's Safety Program, i.e. Safety Committee training and safe work recognitions.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	338,400	366,447	368,240	410,830	42,590	11%
Interest On Investments	3,899	6,633	5,000	6,000	1,000	20%
S.A.I.F. Reimbursement	51,643	46,481	0	0	0	0%
S.A.I.F. Claim Repayment	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	9	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	**393,941**	**419,570**	**373,240**	**416,830**	**43,590**	**11%**
Total Unappropriated Budget:	**366,447**	**388,720**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**27,494**	**30,851**	**373,240**	**416,830**	**43,590**	**11%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	27,494	30,851	373,240	416,830	43,590	11%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**27,494**	**30,851**	**373,240**	**416,830**	**43,590**	**11%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Safety Equipment	82-2045	0	0	0	0	0	0%
Insurance	82-2200	25,094	30,351	372,740	415,430	42,690	11%
Safety Program	82-2862	0	0	0	1,000	1,000	100%
Indirect Cost Allocation	82-3210	2,400	500	500	400	(100)	- 20%
Materials & Services Totals:		**27,494**	**30,851**	**373,240**	**416,830**	**43,590**	**11%**
Transfers Out							
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**27,494**	**30,851**	**373,240**	**416,830**	**43,590**	**1**

Debt Service

Mission Statement

Ensure fiscal prudence and responsibility of County debt obligations through timely repayment of outstanding principal and interest amounts on county borrowing.

Department Overview

This fund is used to accumulate resources necessary to make annual interest and principal payments on County debt.

Budget Highlights

This fiscal year will be the 6th payment on a 15 year loan for the remodel of the Sheriff's Office facility located in Warrenton. This facility is the Sheriff's Office headquarters and houses the Criminal, Support and Parole and Probation divisions. The facility also includes a dedicated evidence and property room.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	174,483	180,623	183,130	185,910	2,780	1%
Property Taxes Current Yr	0	0	1,272,110	1,272,110	0	0%
Interest On Investments	1,260	2,145	1,200	1,200	0	0%
Transfer from Other Funds	190,000	182,400	0	0	0	0%
Transfer from Special Projects	0	0	178,010	174,130	(3,880)	- 2%
Total Revenue:	**365,743**	**365,168**	**1,634,450**	**1,633,350**	**(1,100)**	**- 0%**
Total Unappropriated Budget:	**180,623**	**183,874**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**185,121**	**181,294**	**1,634,450**	**1,633,350**	**(1,100)**	**- 0%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	185,121	181,294	1,450,120	1,446,240	(3,880)	- 0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	184,330	187,110	2,780	1%
Total Expenditures:	**185,121**	**181,294**	**1,634,450**	**1,633,350**	**(1,100)**	**- 0%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Debt Service							
P & P Interest Expense	82-2644	51,788	47,961	44,610	40,730	(3,880)	- 8%
P & P Principal Payment	82-2645	133,333	133,333	133,400	133,400	0	0%
Interest On Bonds	82-3400	0	0	1,272,110	1,272,110	0	0%
Debt Service Totals:		**185,121**	**181,294**	**1,450,120**	**1,446,240**	**(3,880)**	**- 0%**
Transfers Out							
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	184,330	187,110	2,780	1%
Contingencies Totals:		**0**	**0**	**184,330**	**187,110**	**2,780**	**1%**
Total Expenditures:		**185,121**	**181,294**	**1,634,450**	**1,633,350**	**(1,100)**	**1**

Bond & UAL Reserve Fund

Department Overview

The function of this fund is to establish a reserve fund of up to $3,000,000 for either future PERS unfunded liabilities or resource shortfalls to make payments.

Major Accomplishments

During the 2018-19 FY $1,000,000 was paid towards the county's portion of the PER'S unfunded accrued liability. By making separate payments to the UAL it is the county's intention to keep the liability percentage at a more manageable rate to help control personnel costs.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	604,056	912,587	1,227,590	551,460	(676,130)	- 55%
Interest On Investments	8,531	18,874	12,000	9,000	(3,000)	- 25%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Transfer From General	0	0	0	0	0	0%
Transfer from Other Funds	300,000	300,000	0	0	0	0%
Transfer from Special Projects	0	0	300,000	300,000	0	0%
Total Revenue:	**912,587**	**1,231,461**	**1,539,590**	**860,460**	**(679,130)**	**- 44%**
Total Unappropriated Budget:	**912,587**	**1,231,461**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**0**	**0**	**1,539,590**	**860,460**	**(679,130)**	**- 44%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	1,539,590	860,460	(679,130)	- 44%
Total Expenditures:	**0**	**0**	**1,539,590**	**860,460**	**(679,130)**	**- 44%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Special Payments							
Bond & UAL PERS Expense	82-3230	0	0	0	0	0	0%
Special Payments Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Transfers Out							
Transfer To General Fund	82-8001	0	0	0	0	0	0%
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	1,539,590	860,460	(679,130)	- 44%
Contingencies Totals:		**0**	**0**	**1,539,590**	**860,460**	**(679,130)**	**- 44%**
Total Expenditures:		**0**	**0**	**1,539,590**	**860,460**	**(679,130)**	**1**

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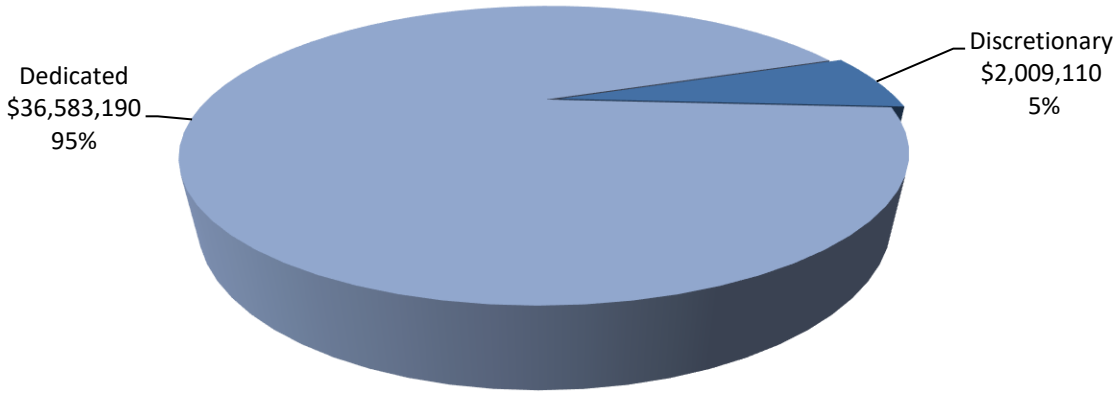
Clatsop County Functions/Programs Budget
Land Use, Housing, Transportation, Economic Development & Capital
2019-2020
Total $38,592,300



Organizational units included within this functional area in the order they appear within the budget document are:

Surveyor
Road Admin. & Support
Road Maint. & Construction
Approp. for Contingency 2
Surveyor Land Corner
Bike Paths
Planning Division
Building Codes
County Tourism
Clatsop County Fisheries
Video Lottery
Industrial Develop. Revolving Fund
Special Projects
Fleet Replacement
Equipment Replacement

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The proposed expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

Surveyor

Mission Statement

The Clatsop County Surveyor's office provides the surveying community and the public with the resources necessary to research and locate property boundaries.

Department Overview

The office of the County Surveyor is responsible for checking subdivisions, condominiums, partition and recording surveys in compliance with Oregon Statutes. The office maintains all records of surveys and provides means by which the public can use these records. The Surveyor also surveys County-owned and County Roads. The Surveyor assists the general public with locating property surveys, historical research, general survey questions and interpreting and understanding legal descriptions.

Major Accomplishments

Completed Pipeline Road control traverse, Enterprise zone description for the City of Astoria, 9th Street mitigation site descriptions, Westport monument recovery survey, John Day Road easement survey, Abbott Road easement survey, Town Plat rescan project, and worked on a Pipeline Road control traverse.

Budget Highlights

Revenues are expected to be higher than last year as a result of County Surveyor personnel working on road projects for the Roads Division. Total Personnel costs are 3% lower even though there are increases in personnel costs due COLA and step increases are offset by lower insurance costs because of employees' level of participation in County insurance. Materials and supplies are 3% lower due to lower Telephone expense. Projects planned for this year include Boundary survey for potential new Public Works facility move, right of way research and survey for potential Lewis & Clark alternate route, adding Town Plant index on web page, and continuation of the Pipeline Road control traverse.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Road Vacation Fees	4,155	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Nsf Check Fee	25	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Surveyor Fees & Maps	53,170	51,925	50,000	55,000	5,000	10%
Maps And Microfische Fees	511	759	750	750	0	0%
Partition Review	16,500	19,800	14,000	14,000	0	0%
Subdivision Review	4,152	14,526	4,200	4,200	0	0%
PLCPF Work	0	0	25,000	25,000	0	0%
Roads Work Other Depts.	17,866	17,615	15,000	35,000	20,000	133%
General Fund Support	101,859	86,575	137,650	100,010	(37,640)	- 27%
Total Revenue:	**198,237**	**191,200**	**246,600**	**233,960**	**(12,640)**	**- 5%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	126,652	124,484	147,590	155,810	8,220	5%
Personnel Benefits	64,170	63,394	94,270	73,590	(20,680)	- 21%
Material & Supplies	7,414	3,322	4,740	4,560	(180)	- 3%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**198,237**	**191,200**	**246,600**	**233,960**	**(12,640)**	**- 5%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Surveyor	0.75	0.75	0.75	0.75	0.00	0%
Public Works Director	0.05	0.05	0.05	0.05	0.00	0%
Staff Assistant	0.15	0.15	0.15	0.15	0.00	0%
Total Personnel:	**0.95**	**0.95**	**0.95**	**0.95**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of plats submitted for filing	Count	13	12	19	26	24	25
Number of digitally indexed surveys verified	Count	300	200	300	300	300	300
Number of surveys submitted for filing	Count	113	129	137	135	150	135
Percent of surveys checked in 10 working days	Percent	88%	88%	96%	84%	95%	95%
Percent of survey rechecks filed in 10 working days	Percent	90%	85%	95%	91%	95%	95%
Percent of plats checked in 15 working days	Percent	100%	92%	100%	81%	100%	100%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Surveyor	82-1015	64,170	67,178	71,580	77,280	5,700	7%
Public Works Director	82-1088	4,835	5,047	5,410	6,270	860	15%
Staff Assistant	82-1191	6,250	6,727	7,240	7,490	250	3%
Survey Tech II	82-1308	51,397	45,532	63,360	64,770	1,410	2%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	3,080	0	(3,080)	- 100%
F.I.C.A.	82-1950	9,358	9,200	11,540	11,930	390	3%
Retirement	82-1955	18,564	21,397	32,480	35,400	2,920	8%
Medical Waiver	82-1963	180	180	180	180	0	0%
Medical Insurance	82-1964	26,492	24,491	37,200	18,520	(18,680)	- 50%
Dental Insurance	82-1965	3,029	2,721	3,580	3,260	(320)	- 8%
HSA Contribution	82-1966	4,100	3,600	3,600	1,600	(2,000)	- 55%
Benefits Admin Fees	82-1967	41	58	60	60	0	0%
Life Insurance	82-1970	170	157	170	170	0	0%
Salary Continuation Insur	82-1972	250	238	260	260	0	0%
S.A.I.F.	82-1975	1,264	1,199	1,970	2,050	80	4%
Unemployment	82-1980	722	154	150	160	10	6%
Personnel Services Totals:		**190,822**	**187,878**	**241,860**	**229,400**	**(12,460)**	**- 5%**
Materials & Services							
Telephones	82-2070	430	288	500	300	(200)	- 40%
Field Supplies	82-2165	12	222	200	200	0	0%
Maintenance - Equipment	82-2260	278	155	400	400	0	0%
Software Maintenance/Licenses	82-2265	488	500	500	500	0	0%
General Equipment	82-2268	3,914	12	0	0	0	0%
Maintenance S.I.G.	82-2300	317	103	200	200	0	0%
Membership Fees And Dues	82-2370	220	430	400	420	20	5%
Office Supplies	82-2410	253	55	200	200	0	0%
Books And Periodicals	82-2413	0	0	100	100	0	0%
Postage And Freight	82-2419	8	57	150	150	0	0%
Printing And Reproduction	82-2425	0	90	300	300	0	0%
Publi. And Legal Notices	82-2600	0	378	200	200	0	0%
Fuel - Vehicles	82-2852	0	0	150	150	0	0%
Education And Training	82-2928	325	75	200	200	0	0%
Reimbursed Travel Expense	82-2930	200	0	400	400	0	0%
Road Department Services	82-2959	0	0	0	0	0	0%
Utilities	82-2960	970	955	840	840	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		**7,414**	**3,322**	**4,740**	**4,560**	**(180)**	**- 3%**
Total Expenditures:		**198,237**	**191,200**	**246,600**	**233,960**	**(12,640)**	**1**

Road Admin. And Support

Mission Statement

To insure that road infrastructure is properly maintained and improved as needed to meet present and future traffic demands; that maintenance projects are designed and constructed properly and cost-effectively to enhance traffic flow and traffic safety while minimizing maintenance costs; to provide roads that are safe for all modes of transportation, including pedestrian, bicyclists and motorists.

Department Overview

The Road Administration division is responsible for the administration of the Road, Westport Sewer District and Survey divisions, and budget oversight and engineering services for the other divisions. The Director is responsible for the overall management of the department and reports to the County Manager. Engineering staff provide in-house engineering services as well as surveying, construction management, inspecting, staking, permitting, right-of-way acquisition, traffic counting, speed zone investigation and road design services.

Major Accomplishments

Provided administrative support staff to meet Public Works objectives, budget preparation and oversight, contract services, cost accounting and payroll, accounts payable, construction management and engineering services and management of the Westport Sewer Service District. Engineering Technicians performed engineering, permitting, inspection and other services on numerous projects including the the Stavebolt bridge repair, John Day widening and repair, DeLaura Beach Lane culvert, and paving on Walluski Loop, Ridge Road and Delaura Beach Road. Also, the preliminary environmental, appraisal and surveying for the property acquisition for the new proposed Public Works location and mainline emergency route.

Budget Highlights

This year's Personnel costs are 14% higher due to COLA/Step increases, medical insurance and retirement costs. There is and added .25 FTE of a Staff Assistant that previously was charged to Building & Grounds and is now charged to Road Administration since Building & Grounds is no longer part of Public Works. Also, the hiring of an Engineering Technician I that was approved in last year's budget and the promotion of an Engineering Tech II to a Tech III. Materials and Services are 8% higher due to a 5% increase in phones, a 10% increase in liability insurance, an additional license for AutoCad for the new Engineering Tech I for $6500, and additional membership fees for the new Engineering Tech, as well as an additional software license fee for $4520, and additional Education and Training costs for the new Engineering Tech.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Revenue from Road District #1	726,660	793,050	939,920	1,045,100	105,180	11%
Rev. Refunds & Reim.	106	98	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Franchise Fees	1,880	1,880	1,880	1,880	0	0%
Total Revenue:	**728,646**	**795,028**	**941,800**	**1,046,980**	**105,180**	**11%**
Total Unappropriated Budget:	**15,339**	**29,482**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**713,307**	**765,545**	**941,800**	**1,046,980**	**105,180**	**11%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	357,850	370,993	445,680	491,370	45,690	10%
Personnel Benefits	153,408	172,175	239,800	287,040	47,240	19%
Material & Supplies	199,219	219,779	246,920	268,570	21,650	8%
Special Payments	0	0	0	0	0	0%
Debt Service	2,830	2,598	2,900	0	(2,900)	- 100%
Capital Outlay	0	0	6,500	0	(6,500)	- 100%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**713,307**	**765,545**	**941,800**	**1,046,980**	**105,180**	**11%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Admin. Services Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.60	1.60	1.60	1.85	0.25	15%
Engineering Tech-Lead Worker	1.00	1.00	1.00	1.00	0.00	0%
Engineering Tech I	0.00	0.00	0.00	1.00	1.00	100%
Engineering Tech II	1.00	1.00	2.00	0.00	(2.00)	- 100%
Engineering Tech III	0.00	0.00	0.00	1.00	1.00	100%
GIS/Planner	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	**5.60**	**5.60**	**6.60**	**6.85**	**0.25**	**3%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of transactions in cost accounting	Count	35,746	35,707	34,527	32,308	35,000	35,000
Number of Tech hours on Road/Culvert/Eng/ROW	Count	1,412	1,466	1,475	1,587	1,300	1,300

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Senior Admin Supervisor	82-1119	0	0	71,030	77,190	6,160	8%
Admin. Services Supervisor	82-1188	63,482	67,976	0	0	0	0%
Staff Assistant	82-1191	69,871	73,388	77,220	92,410	15,190	19%
Engineering Tech-Lead Worker	82-1309	79,170	81,033	82,540	93,970	11,430	13%
Engineering Tech I	82-1312	0	0	0	64,770	64,770	100%
Engineering Tech II	82-1314	69,307	70,675	135,020	0	(135,020)	- 100%
Engineering Tech III	82-1316	0	0	0	80,370	80,370	100%
GIS/Planner	82-1403	76,020	77,920	79,870	82,660	2,790	3%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	4,134	4,067	6,500	6,500	0	0%
Performance Pay	82-1948	0	0	2,840	0	(2,840)	- 100%
F.I.C.A.	82-1950	26,531	27,444	34,890	38,170	3,280	9%
Retirement	82-1955	50,218	63,735	81,570	111,100	29,530	36%
Medical Waiver	82-1963	1,020	1,105	1,020	1,020	0	0%
Medical Insurance	82-1964	53,806	59,954	89,580	104,560	14,980	16%
Dental Insurance	82-1965	5,308	5,713	8,170	9,620	1,450	17%
HSA Contribution	82-1966	8,500	8,500	10,500	11,000	500	4%
Benefits Admin Fees	82-1967	119	126	120	130	10	8%
Life Insurance	82-1970	459	459	530	550	20	3%
Salary Continuation Insur	82-1972	521	528	620	640	20	3%
S.A.I.F.	82-1975	771	107	3,000	3,250	250	8%
Unemployment	82-1980	2,021	439	460	500	40	8%
Personnel Services Totals:		**511,258**	**543,168**	**685,480**	**778,410**	**92,930**	**13%**
Materials & Services							
Telephones	82-2070	11,290	9,770	11,100	11,700	600	5%
Custodial Services	82-2161	2,212	2,136	2,400	2,400	0	0%
Insurance	82-2200	70,715	72,491	85,500	94,500	9,000	10%
License And Permit Fees	82-2240	2,293	1,975	3,660	3,260	(400)	- 10%
Maintenance - Equipment	82-2260	417	3,087	2,000	2,000	0	0%
Software Maintenance	82-2265	3,774	3,847	3,910	11,610	7,700	196%
Maintenance S.I.G.	82-2300	0	625	2,000	2,000	0	0%
Employee Drug Screen	82-2302	270	40	200	200	0	0%
Membership Fees And Dues	82-2370	330	495	430	660	230	53%
Office Supplies	82-2410	3,682	3,691	4,000	4,000	0	0%
Books And Periodicals	82-2413	506	366	400	400	0	0%
Postage And Freight	82-2419	742	975	1,000	1,000	0	0%
Printing And Reproduction	82-2425	1,644	1,752	1,800	1,800	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	157	0	1,200	1,200	0	0%
PC Equipment	82-2455	4,204	4,204	4,210	9,080	4,870	115%
Contractual Services	82-2471	231	166	300	300	0	0%
Administrative Costs	82-2473	0	0	0	0	0	0%

Publi. And Legal Notices	82-2600	790	623	1,900	1,900	0	0%
Small Tools And Instrum.	82-2710	2,676	314	3,800	3,800	0	0%
Education And Training	82-2928	1,235	1,110	2,510	3,860	1,350	53%
Reimbursed Travel Expense	82-2930	787	622	2,100	2,000	(100)	- 4%
Utilities	82-2960	32,966	34,491	36,000	36,000	0	0%
Indirect Cost Allocation	82-3210	58,300	77,000	76,500	74,900	(1,600)	- 2%
Materials & Services Totals:		**199,219**	**219,779**	**246,920**	**268,570**	**21,650**	**8%**
Capital Outlay							
Buildings	82-4108	0	0	0	0	0	0%
Office Equipment	82-4300	0	0	6,500	0	(6,500)	- 100%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**6,500**	**0**	**(6,500)**	**0%**
Debt Service							
Capital Lease	82-3199	2,830	2,598	2,900	0	(2,900)	- 100%
Debt Service Totals:		**2,830**	**2,598**	**2,900**	**0**	**(2,900)**	**0%**
Total Expenditures:		**713,307**	**765,545**	**941,800**	**1,046,980**	**105,180**	**1**

Road Maint & Construction

Mission Statement

To insure that road infrastructure is properly maintained and improved as needed to meet present and future traffic demands; that maintenance projects are designed and constructed properly and cost-effectively to enhance traffic flow and traffic safety while minimizing maintenance costs; to provide roads that are safe for all modes of transportation, including pedestrian, bicyclists and motorists.

Department Overview

There are currently 232 miles of roadway that have been accepted into the County road system for maintenance. Bridge maintenance, such as cleaning and light maintenance are performed by county crews. Bridge inspections are performed by ODOT. The types of maintenance activities performed include pothole patching, crack sealing, grading gravel roads and road oiling operations. Road crews work to ensure the County's road system is properly maintained to meet daily traffic demands. Crews are on call 24 hours per day to remove fallen trees, clear slides, plow and sand roads and mitigate emergency hazards. Crews use integrated methods to control vegetation for safety and road preservation, such as chopping, mowing, tree trimming & removal, and application of herbicide with licensed operators. Maintenance and repairs of the drainage system include culvert and catch basin cleaning, culvert replacement and ditches. The Roads Division provides complete and consistent signage and traffic markings as outlined in the Federal Manual on Uniform Traffic Control Devices and the Sign Policy and Guidelines for the State Highway System. Modernization projects are defined as projects that widen, correct alignment and safety problems, correct structural deficiencies and pave the surface with asphalt concrete. Modernization projects bring roads up to current standards and are designed to have a minimum of a 20-year life. The Road shop mechanical services include diagnostic. electrical, full periodic maintenance, DOT inspecting, welding , fabrication and mobile service to field areas. The shop also provides cleaning and wash down facilities for all departments and a recycling location for fuel, oils, tires, metal, etc. to comply with environmental regulations.

Major Accomplishments

Completed projects include the Stavebolt bridge repair, paving of 3.3 miles on Ridge Road, Delaura Beach Lane, Walluski Loop and Abbott Road. Chipsealed 21 miles of road. Cleaned 19 Bridges. Culvert replacements on Delaura Beach Lane, John Day River Road, Clifton Road, Clover Road, Elsie Cemetery Road, Fernhill Road, Waterhouse Road, Walluski Loop, Ivy Station Road and Koppisch. Completed Abbott Road reconstruction, Conroy/Hillcrest Intersection Improvement, Stavebolt Bridge Repair, John Day River Road realignment, Old 30/Knappa reconstruction and storm damage repairs and slide removal.

Budget Highlights

There is a 39% increase in this year's revenues due to a larger beginning balance ($2,319,750), increased interest ($63,000), increased State Highway Fund revenue ($114,870), New Small County Allotment ($28,170), Lewis & Clark Arts Grant for safety improvements on Lewis & Clark, Surface Transportation Funds ($1,420,000), Road Work for other Departments ($67,720) mostly from extra work for Westport Sewer, and Vehicle Shop Service ($3,500). Personnel Wages and Benefits are 17% higher due to COLA, step increases, performance pay, medical insurance, retirement costs, addition of a County Engineer position ($169,222) and the .15 FTE of Public Works Director added to Roads due to the transfer of the oversight of Building & Grounds out of this department. This year's Materials & Services are increased by 43%. There are increases in the Uniform Cleaning ($200), License & Permit Fees ($150), General Equipment ($1600), Contractual Services ($1,523,500), Surveyor Services ($20,000), Rents & Lease of Equipment ($4,000), Small Tools ($1,000), Fuel ($100,000), Safety Program ($4,000) and Indirect Costs ($17,500). The large increase in Contractual Services this year is due to State Transportation Funded projects on Blind Slough Bridge rehab, Moos Moos Arch Culvert, and paving on Columbia Beach, Lake Drive and Koppisch Roads. In addition, there are $1,000,000 in funds to begin the Facility relocation project, and $100,000 for Alternate Route Feasibility. There are decreases in Oil Rock ($33,820), Road Oil ($93,520) and Rock ($27,400). There is an increase in ROW Acquisition for the Westport Ferry Road project ($20,000), and money for Land Acquisition for the facility relocation ($100,000) and money in Miscellaneous Equipment for the purchase of Loader Forks and a Snow Plow. The transfer to the General Road Equipment Fund is up 27% to $551,900 for the purchase of a Bucket Truck, Base Compactor and Chip Spreader.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	5,083,552	5,881,862	6,986,440	9,306,200	2,319,760	33%
St. Highway Fund	2,509,092	2,747,079	3,154,490	3,269,360	114,870	3%
Small County Allotment	0	9,388	0	28,170	28,170	100%
Lewis & Clark Arts Grant	0	0	0	95,000	95,000	100%
St. - Fas Conversion	0	0	0	1,420,000	1,420,000	100%
KOA Lease	0	2,700	2,500	2,700	200	8%
District Shop Lease	4,800	4,800	4,400	4,800	400	9%
Material & Supplies Sales	325	1,911	600	600	0	0%
Rev. Refunds & Reim.	181,959	23,618	200	200	0	0%
Admin Services Fees	6,400	6,800	6,400	6,400	0	0%
Lien Assessments	0	0	200	0	(200)	- 100%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	13,060	2,792	5,000	5,000	0	0%
Roads Work Other Depts.	108,290	137,886	75,000	142,720	67,720	90%
Road Vacation Services	1,364	0	0	0	0	0%
Vehicle Fuel	113,728	115,377	150,000	150,000	0	0%
Vehicle Shop Service	1,850	2,240	1,500	5,000	3,500	233%
Interest On Investments	63,726	122,338	100,000	163,000	63,000	63%
Total Revenue:	**8,088,146**	**9,058,792**	**10,486,730**	**14,599,150**	**4,112,420**	**39%**
Total Unappropriated Budget:	**3,082,343**	**3,831,500**	**4,035,520**	**6,138,670**	**2,103,150**	**52%**
Total Budgeted Resources:	**5,005,803**	**5,227,292**	**6,451,210**	**8,460,480**	**2,009,270**	**31%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	1,235,860	1,352,563	1,443,270	1,617,270	174,000	12%
Personnel Benefits	644,117	720,094	927,930	1,140,300	212,370	22%
Material & Supplies	2,604,814	2,657,776	3,470,820	4,987,860	1,517,040	43%
Special Payments	33,412	2,130	23,150	43,150	20,000	86%
Debt Service	0	0	0	0	0	0%
Capital Outlay	97,490	18,109	112,000	120,000	8,000	7%
Transfer Out	390,110	476,620	474,040	551,900	77,860	16%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**5,005,803**	**5,227,292**	**6,451,210**	**8,460,480**	**2,009,270**	**31%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Works Director	0.70	0.70	0.70	0.85	0.15	21%
Assist Public Works Direc.	1.00	1.00	1.00	1.00	0.00	0%
County Engineer	0.00	0.00	0.00	1.00	1.00	100%
Crew Foreman	3.00	3.00	3.00	3.00	0.00	0%
Rd Maint Worker Trainee	0.00	0.00	1.00	1.00	0.00	0%
Rd Maint Worker	15.00	15.00	15.00	15.00	0.00	0%
Mechanic	2.00	2.00	2.00	2.00	0.00	0%
Shop Maint. Assistant	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	**22.70**	**22.70**	**23.70**	**24.85**	**1.15**	**4%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Miles of asphalt roadway resurfacing	Count	1	4	3	3	3	0
Miles of roadway chipsealed	Count	23	30	38	22	21	0
Acres of ROW maintained for weed control	Count	355	355	355	355	355	355
Lane miles of ditches to maintain	Count	46	46	46	46	46	46
Culverts and catch basins maintained	Count	1,500	1,500	1,500	1,500	1,500	1,500
Miles of paint marking applied annually	Count	89	89	89	89	89	89
Traffic signs maintained	Count	1,495	1,495	1,495	1,495	1,495	1,495
Projects to be bid in budget year	Count	2	5	3	5	5	0
Preventative Maintenance routines done	Count	164	156	104	65	100	100
Cost per lane mile for mechanical mowing	Count	118	126	186	212	165	165
Cost per lane mile for brush chopping	Count	693	677	580	541	447	450
Lineal feet of culverts repaired/replaced	Count	1,711	863	801	715	1,150	1,000
Percent of gravel roads graded every year	Percent	80%	84%	69%	66%	80%	80%
Percent of road miles resurfaced	Percent	11%	11%	9%	8%	8%	0%
Percent of lane miles mowed per year	Percent	90%	88%	42%	70%	80%	80%
Percent of lane miles chopped per year	Percent	60%	43%	65%	41%	65%	65%
Percent of Rd Mtc budget used for modernization	Percent	10%	4%	6%	8%	8%	0%
Percent of mechanic work hours on billable repairs	Percent	74%	74%	73%	72%	70%	70%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Works Director	82-1088	67,696	70,656	75,720	106,630	30,910	40%
Assist Public Works Direc.	82-1089	81,245	86,569	90,900	98,780	7,880	8%
County Engineer	82-1140	0	0	0	103,040	103,040	100%
Crew Foreman	82-1149	168,835	214,387	224,160	234,400	10,240	4%
Rd Maint Worker Trainee	82-1735	68,203	130,050	44,830	48,730	3,900	8%
Rd Maint Worker	82-1740	693,124	693,859	837,780	851,040	13,260	1%
Mechanic	82-1750	119,236	124,198	129,040	133,560	4,520	3%
Shop Maint. Assistant	82-1751	37,520	32,845	40,840	41,090	250	0%
Equipment Servicer	82-1755	0	0	0	0	0	0%
Extra Help - Road	82-1907	34,141	37,821	50,500	50,500	0	0%
Overtime	82-1945	35,734	20,751	20,000	20,000	0	0%
Above Classification	82-1946	0	0	22,800	22,800	0	0%
Performance Pay	82-1948	0	0	6,660	0	(6,660)	- 100%
F.I.C.A.	82-1950	96,883	104,533	118,610	131,230	12,620	10%
Retirement	82-1955	169,706	209,242	255,820	347,100	91,280	35%
Medical Waiver	82-1963	8,400	6,700	7,200	4,800	(2,400)	- 33%
Medical Insurance	82-1964	177,539	213,801	286,170	376,630	90,460	31%
Dental Insurance	82-1965	28,478	29,574	35,590	42,160	6,570	18%
HSA Contribution	82-1966	27,650	32,650	32,400	37,200	4,800	14%
Benefits Admin Fees	82-1967	459	482	480	480	0	0%
Life Insurance	82-1970	1,746	1,849	1,920	2,030	110	5%
Salary Continuation Insur	82-1972	2,088	2,235	2,380	2,630	250	10%
S.A.I.F.	82-1975	53,190	58,749	85,850	101,020	15,170	17%
Unemployment	82-1980	8,102	1,708	1,550	1,720	170	10%
Personnel Services Totals:		**1,879,977**	**2,072,657**	**2,371,200**	**2,757,570**	**386,370**	**16%**
Materials & Services							
Hiring Expenses	82-2015	279	862	3,000	3,000	0	0%
Uniform Cleaning	82-2041	2,566	2,944	2,900	3,100	200	6%
Custodial Services	82-2161	2,211	2,135	3,000	3,000	0	0%
License And Permit Fees	82-2240	7,845	6,844	5,900	6,050	150	2%
Maint. - Fleet Service	82-2255	6,733	11,084	65,000	65,000	0	0%
Maintenance Supplies	82-2259	3,241	3,499	10,500	10,500	0	0%
Maintenance - Equipment	82-2260	0	269	0	0	0	0%
Maint. - Comm. Equipment	82-2262	3,150	4,064	5,000	5,000	0	0%
Maint. - Automotive Parts	82-2263	75,948	85,706	80,000	80,000	0	0%
General Equipment	82-2268	9,846	4,781	5,700	7,300	1,600	28%
Maintenance S.I.G.	82-2300	28,382	19,116	20,640	20,640	0	0%
Employee Drug Screen	82-2302	1,410	1,150	3,000	3,000	0	0%
Membership Fees And Dues	82-2370	880	1,076	1,370	1,370	0	0%
Contractual Services	82-2471	1,269,245	1,174,421	1,512,100	3,035,600	1,523,500	100%
Surveyor Services	82-2483	17,866	15,417	15,000	35,000	20,000	133%
Fire Patrol Assessment	82-2534	0	0	0	0	0	0%

Oil Rock	82-2620	97,742	88,055	162,000	128,180	(33,820)	- 20%
Road Oil	82-2625	248,566	181,049	475,000	381,480	(93,520)	- 19%
Rents And Leases - Equip.	82-2630	6,928	23,310	17,560	21,560	4,000	22%
Rts. & Lea. - S., I. & G.	82-2670	500	500	1,000	1,000	0	0%
Small Tools And Instrum.	82-2710	38	612	1,000	2,000	1,000	100%
Crushing	82-2715	0	0	0	0	0	0%
Asphalt	82-2840	9,162	14,702	25,500	25,500	0	0%
Bridge Material	82-2842	154	4,496	8,000	8,000	0	0%
Chemicals	82-2844	21,063	18,433	22,000	22,000	0	0%
Culverts	82-2846	19,918	41,260	65,000	65,000	0	0%
Fuel - Equipment	82-2851	0	64,668	150,000	200,000	50,000	33%
Fuel - Vehicles	82-2852	207,346	171,586	150,000	200,000	50,000	33%
Rock	82-2854	304,732	408,734	354,000	326,600	(27,400)	- 7%
Signs	82-2856	46,301	71,731	77,000	77,000	0	0%
Tires	82-2858	11,461	25,457	30,000	30,000	0	0%
Safety Program	82-2862	17,197	12,299	9,600	13,600	4,000	41%
Road Supplies	82-2863	7,526	8,358	11,000	11,000	0	0%
Vehicle Maintenance & Use	82-2923	0	7,076	0	0	0	0%
Education And Training	82-2928	1,995	2,696	5,050	4,870	(180)	- 3%
Reimbursed Travel Expense	82-2930	1,596	1,984	4,100	4,110	10	0%
Refunds and Returns	82-3204	185	0	0	0	0	0%
Indirect Cost Allocation	82-3210	172,800	177,400	169,900	187,400	17,500	10%
Misc Other Charges	82-3212	0	0	0	0	0	0%
Materials & Services Totals:		**2,604,814**	**2,657,776**	**3,470,820**	**4,987,860**	**1,517,040**	**43%**
Special Payments							
US 101 Flood Project	82-3193	0	0	0	0	0	0%
Stp-roads	82-3500	0	0	0	0	0	0%
Hbr Bridges	82-3501	0	0	0	0	0	0%
Rt Of Way Acquisition	82-3554	32,986	454	20,000	40,000	20,000	100%
Rt Of Way Monumentation	82-3555	374	1,657	3,000	3,000	0	0%
Property Taxes	82-3800	52	19	150	150	0	0%
Special Payments Totals:		**33,412**	**2,130**	**23,150**	**43,150**	**20,000**	**86%**
Capital Outlay							
Land	82-4000	60,500	0	0	100,000	100,000	100%
Buildings	82-4108	33,797	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	3,193	18,109	112,000	20,000	(92,000)	- 82%
Capital Outlay Totals:		**97,490**	**18,109**	**112,000**	**120,000**	**8,000**	**7%**
Transfers Out							
Trans To Gen Road Equip	82-8102	390,110	476,620	474,040	551,900	77,860	16%
Transfers Out Totals:		**390,110**	**476,620**	**474,040**	**551,900**	**77,860**	**16%**
Total Expenditures:		**5,005,803**	**5,227,292**	**6,451,210**	**8,460,480**	**2,009,270**	**1**

Land Purchase

Department Priority:	1
Location:	Public Works
Link to Other Project(s):	
Description:	Purchase of land for relocation of Public Works facility and mainline emergency route.
Justification:	The Public Works department in Astoria is planning to move the facility to a location out of the tsunami inundation zone and more centralized to better serve the southern portion of the County. Also, possible purchase of sections of Lewis & Clark mainline to provide alternate emergency route. Actual purchase price still to be determined.
Alternatives:	Keep facility at Olney Avenue location.
Operating Impact:	
Request Type:	○ Replacement ◉ Addition
Request Category:	○ Building ◉ Land ○ Automotive ○ Office Equipment ○ Computer ○ Other

		Total
Unit Quantity:	1	
Unit Cost:	100,000	100,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**100,000**	**100,000**

Loader Forks

Department Priority:	2
Location:	Public Works
Link to Other Project(s):	
Description:	Purchase of forks for loader.
Justification:	This is a quick attachment for the Loader that gives us more versatility in moving materials and supplies.
Alternatives:	Continue to use older attachments.
Operating Impact:	
Request Type:	◉ Replacement ○ Addition
Request Category:	○ Building ○ Land ◉ Automotive ○ Office Equipment ○ Computer ○ Other

		Total
Unit Quantity:	1	
Unit Cost:	10,000	10,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**10,000**	**10,000**

Snow Plow

Department Priority:	3
Location:	Public Works
Link to Other Project(s):	
Description:	Snow plow purchase.
Justification:	This snow plow will be an upgrade to older plows in the fleet. Used for snow removal.
Alternatives:	Continue to use old plow.
Operating Impact:	
Request Type:	⦿ Replacement ○ Addition
Request Category:	○ Building ○ Land ⦿ Automotive ○ Office Equipment ○ Computer ○ Other

Unit Quantity:	1	Total
Unit Cost:	10,000	10,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**10,000**	**10,000**

Approp. For Contingency 2

Department Overview

The Contingency holds the balance of funds from the Road District #1 after the transfers are made to the Road budgets.

Major Accomplishments

The Contingency holds funds for the Roads for future planned projects and contingency for emergencies. There is a plan to move the Astoria Public Works facility out of the tsunami inundation zone, and we are preparing for that expense. Also, we are preparing to purchase property and make improvements for emergency lifeline routes and alternative routes. In the event of a declared disaster event, the Public Works Department will need at least 25% matching funds for restoration of road and bridge infrastructure.

Budget Highlights

The Contingency is higher this year due to an increase in revenues in the Road Maintenance fund. Last year's contingency was $7,389,750, and this year's is $9,312,700. This year we will be using $1,420,000 of STP funds, an ARTS Grant for Safety Improvements, and some additional Highway Funds, that will offset our expenses and grow our Contingency. The budget software mistakenly shows part of last year's contingency as unappropriated fund balance.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Revenue from Road District #1	2,784,180	3,727,030	3,354,230	3,195,180	(159,050)	- 4%
Total Revenue:	**2,784,180**	**3,727,030**	**3,354,230**	**3,195,180**	**(159,050)**	**- 4%**
Total Unappropriated Budget:	**2,784,180**	**3,727,030**	**(4,035,520)**	**(2,943,790)**	**1,091,730**	**- 27%**
Total Budgeted Resources:	**0**	**0**	**7,389,750**	**6,138,970**	**(1,250,780)**	**- 16%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	7,389,750	6,138,970	(1,250,780)	- 16%
Total Expenditures:	**0**	**0**	**7,389,750**	**6,138,970**	**(1,250,780)**	**- 16%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Contingencies							
Approp. for Contg. - Gen.	82-9901	0	0	0	0	0	0%
Approp. For Contg. - Road	82-9902	0	0	7,389,750	6,138,970	(1,250,780)	- 16%
Contingencies Totals:		**0**	**0**	**7,389,750**	**6,138,970**	**(1,250,780)**	**- 16%**
Total Expenditures:		**0**	**0**	**7,389,750**	**6,138,970**	**(1,250,780)**	**1**

Surveyor - Land Corner 120

Mission Statement

Maintain and enhance the Public Land corner monumentation by finding and restoring positions of the Public Land Survey System.

Department Overview

The Public Land Corner Preservation program maintains a comprehensive record of all surveys and records that may pertain to a particular corner from the time they were established in the 1800's to the present. Thorough investigative records research and field work is performed to identify obliterated corners and restore them to their original position whenever possible.

Major Accomplishments

Restored various Public Land Corners in the County. Completed a PLC control survey for the Astoria area.

Budget Highlights

The Public Land Corner revenues are expected to be 6% higher next year due to higher beginning balance and interest earnings. Personnel costs will be 9% higher due to COLA, retirement and medical costs. There is money included for casual summer help to assist the Surveyor and Survey Tech in the field in the office during the summer busy season. The cost of Materials and Supplies is 5% higher due to increases in Monumentation Supplies, Utilities and Indirect Costs. There will be a large purchase of Monumentation Supplies this year that will last for several years. Contingency is expected to increase by 6%.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	221,164	252,533	277,200	302,230	25,030	9%
Miscellaneous Revenue	0	0	0	0	0	0%
Franchise Fees	190	190	190	190	0	0%
Public Land Preservation	82,504	81,910	84,000	80,000	(4,000)	- 4%
Interest On Investments	2,715	4,826	4,100	7,540	3,440	83%
Total Revenue:	**306,574**	**339,458**	**365,490**	**389,960**	**24,470**	**6%**
Total Unappropriated Budget:	**252,533**	**289,172**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**54,041**	**50,287**	**365,490**	**389,960**	**24,470**	**6%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	21,390	22,392	23,860	25,760	1,900	7%
Personnel Benefits	10,772	12,277	21,210	22,350	1,140	5%
Material & Supplies	21,879	15,618	47,170	49,530	2,360	5%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	273,250	292,320	19,070	6%
Total Expenditures:	**54,041**	**50,287**	**365,490**	**389,960**	**24,470**	**6%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Surveyor	0.25	0.25	0.25	0.25	0.00	0%
Total Personnel:	**0.25**	**0.25**	**0.25**	**0.25**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of Government land corners restored	Count	8	4	4	4	4	8
Number of government corners located by GPS	Count	8	4	4	5	8	8
Number of Bearing Tree reports by Surveyors	Count	5	2	21	14	10	15
Percent of Bearing Tree reports done in 10 days	Percent	100%	100%	100%	100%	100%	0%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Surveyor	82-1015	21,390	22,392	23,860	25,760	1,900	7%
Extra Help	82-1941	0	0	5,750	5,750	0	0%
Performance Pay	82-1948	0	0	950	0	(950)	- 100%
F.I.C.A.	82-1950	1,565	1,639	2,340	2,410	70	2%
Retirement	82-1955	3,878	4,940	5,530	6,870	1,340	24%
Medical Insurance	82-1964	4,035	4,495	5,170	5,790	620	11%
Dental Insurance	82-1965	464	475	500	560	60	12%
HSA Contribution	82-1966	500	500	500	500	0	0%
Life Insurance	82-1970	28	28	30	30	0	0%
Salary Continuation Insur	82-1972	54	54	50	50	0	0%
S.A.I.F.	82-1975	190	125	360	360	0	0%
Unemployment	82-1980	58	22	30	30	0	0%
Personnel Services Totals:		**32,162**	**34,669**	**45,070**	**48,110**	**3,040**	**6%**
Materials & Services							
Telephones	82-2070	374	178	400	300	(100)	- 25%
Field Supplies	82-2165	0	122	100	100	0	0%
Maintenance - Equipment	82-2260	278	155	400	400	0	0%
Software Maintenance	82-2265	488	500	500	500	0	0%
General Equipment	82-2268	3,841	0	1,500	1,500	0	0%
Maintenance S.I.G.	82-2300	317	85	200	200	0	0%
Membership Fees And Dues	82-2370	0	70	410	430	20	4%
Office Supplies	82-2410	226	48	300	300	0	0%
Office Furniture & Equipment	82-2454	530	0	400	400	0	0%
Contractual Services	82-2471	0	0	1,000	0	(1,000)	- 100%
Administrative Costs	82-2473	600	600	600	600	0	0%
Monumentation Supplies	82-2486	374	0	300	3,000	2,700	900%
Fuel - Vehicles	82-2852	0	368	0	0	0	0%
Vehicle Maintenance & Use	82-2923	535	0	3,700	3,700	0	0%
Education And Training	82-2928	620	400	400	400	0	0%
Reimbursed Travel Expense	82-2930	766	952	1,200	1,200	0	0%
PLCPF Work	82-2958	0	0	25,000	25,000	0	0%
Road Department Services	82-2959	2,230	1,284	0	0	0	0%
Utilities	82-2960	970	955	860	1,000	140	16%
Indirect Cost Allocation	82-3210	9,730	9,900	9,900	10,500	600	6%
Materials & Services Totals:		**21,879**	**15,618**	**47,170**	**49,530**	**2,360**	**5%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	273,250	292,320	19,070	6%
Contingencies Totals:		**0**	**0**	**273,250**	**292,320**	**19,070**	**6%**
Total Expenditures:		**54,041**	**50,287**	**365,490**	**389,960**	**24,470**	**1**

Bike Paths

Mission Statement

To provide bike path projects in conjunction with road projects.

Department Overview

As required by ORS 366.514, the County must deposit at least 1% of the money received from the State Highway Fund into this fund for use on bike paths.

Major Accomplishments

Designed bicycle and pedestrian improvement for SE 19th Street in the North Coast Business Park. Used funds on HMAC paving of Ridge Road and Delaura Beach Lane, including bike lane striping and legends.

Budget Highlights

This year's beginning balance is 15% lower than last year due to money expended on Ridge Road and Delaura Beach Lane and preconstruction expenses for the SE 19th Street improvements planned for this year. This year's plans include approximately 1000 feet of pedestrian path and bike lane on SE 19th Street in the North Coast Business Park starting at the East end of SE 19th at Chokeberry. This will provide much needed pedestrian access for the Animal Shelter and their dog walkers and the residents of the Forest Rim subdivision. The project is estimated to cost $400,000.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	369,126	398,523	428,710	360,590	(68,120)	- 15%
Interest On Investments	4,152	7,045	4,000	7,900	3,900	97%
St. - Motor License Fees	25,344	27,748	31,870	33,020	1,150	3%
Total Revenue:	**398,623**	**433,316**	**464,580**	**401,510**	**(63,070)**	**- 13%**
Total Unappropriated Budget:	**398,523**	**433,216**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**100**	**100**	**464,580**	**401,510**	**(63,070)**	**- 13%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	100	100	290,100	400,100	110,000	37%
Special Payments	0	0	135,000	0	(135,000)	- 100%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	39,480	1,410	(38,070)	- 96%
Total Expenditures:	**100**	**100**	**464,580**	**401,510**	**(63,070)**	**- 13%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Contractual Services	82-2471	0	0	290,000	400,000	110,000	37%
Indirect Cost Allocation	82-3210	100	100	100	100	0	0%
Materials & Services Totals:		**100**	**100**	**290,100**	**400,100**	**110,000**	**37%**
Special Payments							
Unallocated Projects	82-3129	0	0	135,000	0	(135,000)	- 100%
Special Payments Totals:		**0**	**0**	**135,000**	**0**	**(135,000)**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	39,480	1,410	(38,070)	- 96%
Contingencies Totals:		**0**	**0**	**39,480**	**1,410**	**(38,070)**	**- 96%**
Total Expenditures:		**100**	**100**	**464,580**	**401,510**	**(63,070)**	**1**

Planning Division

Mission Statement

To provide accurate and timely land use information and permitting services to improve the county's quality of life, and to plan for meeting the county's future needs.

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Department Overview

The Community Deveopment Department consists of Building Codes, Planning and Code Compliance. Building Codes is a state-mandated program to ensure compliance with elements of the International Building Code (IBC) regarding structural, mechanical, plumbing and electrical plan review and construction inspections. Building Codes is responsible for reviewing building plans and issuing building permits for inspections of new and altered buildings and for the placement of Manufactured Dwellings. The county handles electrical inspections for the entire county and structural, mechanical and plumbing and manufactured home inspections for the unincorporated areas.

The Planning Division of the Community Development Department is responsible for long-term land use planning, current planning (i.e., use permits and approvals), and providing information to property owners, developers and realtors regarding land use regulations and processes. The Division also provides floodplain management services as required by FEMA. The Division works closely with Building Codes, Code Enforcement, the Clatsop County Planning Commission, ad hoc committees, local organizations and districts, and various rural communities and unincorporated areas to guide the development of the county. Division staff works with these entities to implement the goals and policies outlined in the Comprehensive Plan . The Planning Manager supervises the work of the Planning staff and works on the more complex land use applications and long-range planning projects.

Code Complaince is tasked with investigating complaints received regarding possible violations of County land use codes or the Clatsop Sounty Code. The Code Compliance Specialist meets with residents to develop schedules to achieve thresholds designed to bring properties into compliance. The role of code enforcement is to put a human face on the regulatory side of government and to create a sense of trust and cooperation. While fines are sometimes imposed, code enforcement is not viewed as a revenue source as the emphasis is on compliance not punishment.

The Community Development Director oversees the basic functions of the division and directly oversees the Code Compliance Specialist. The Director reports to the County Manager. The Director is also involved in Housing and Economic Development strategies throughout the county and works with other departments on special projects, studies and plans..

Major Accomplishments

FY 18/19 was primarily a building and rebuilding year for code enforcement and planning. A Code Compliance Specialist was hired in October 2018. With regard to planning, 75% of the staff was hired after January 1, 2018. The majority of FY 18/19 was spent training staff and familiarizing them with county, state and federal land use regulations and procedures.As of February 28, 2019, Planning staff had processed
344 land use applications, a 2.7% increase over the same period in FY 17/18. Code compliance had closed 12 open violations, a 200% increase over the same period in FY 17/18.

1. CODE COMPLIANCE: After a hiatus of approximately 3 years, the County hired a full-time dedicated Code Compliance Specialist who began work in October 2018. Having a dedicated code compliance specialist allows the County to react more quickly to complaints and to address violations. The purpose of code compliance is not to collect fees and penalties but to work with property owners to assist them in bringing their properties into compliance with County codes.

2. SHORT-TERM RENTALS: In January 2018, the Board of Commissioners adopted Ordinance 18-01 establishing regulations for short-term rental units in unincorporated Clatsop County. Planning staff worked with Building Codes, Public Health and Assessment and Taxation staff to develop the procedures and applications needed to implement the ordinance. During FY 18/19, staff processed 153 applications. In December 2018, staff brought back an ordinance to the Board of Commissioners containing revisions to the short-term rental ordinance. The revisions were based on "real world" experience gained by staff during the course of implementing the program. The revisions are intended to streamline and clarify the process and to address concerns about notification of surrounding property owners.

3. HOUSING STUDY: In FY 18/19, the County, along with the five incorporated cities, began working with Angelo Planning Group and Johnson Economics on a county-wide housing study. The Community Development Director was one of the Clatsop County representatives on the Technical Advisory Committee. The study examines existing housing-related regulations and existing buildable lands and makes recommendations for possible policy and regulatory changes that may lead to increased availability of affordable housing. The draft recommendations have been posted on the County's website. A work session to discuss those recommendations with the Board of Commissioners has been scheduled for April 10, 2019.

4. E-PERMITTING:The e-permitting contract was signed in August 2018. Information regarding forms and fees has been submitted to the state coordinator. Weekly meetings between staff and the state are expected to commence within the next 2-3 weeks. Complete conversion to the e-permitting system is expected in late summer or early fall of 2019.

Performance Measures

In FY 19/20, Community Development staff will be focusing on the following projects:

1. EXPAND CODE COMPLIANCE PROGRAM AND REVIEW AND UPDATE COUNY CODE RELATED TO CODE ENFORCEMENT: Staff has already created standards to prioritize code compliance complaints and cases, with violations that threaten health, safety or public welfare as the top priority. The current regulations were adopted in 2012 and have not been subsequently updated. the current regulations could be enhanced by the addition of stronger regulations to provide the code compliance program with additional leverage and tools to assist owners in bringing their properties into compliance. Code compliance will be conducting a review of code enforcement regulations in other Oregon counties to determine best practices and identify additional tools to assist the County and residential in their compliance efforts. Additionally, staff will request funding for an additional code compliance specialist.

2. CODE MODERNIZATION AND CONSOLIDATION: The County's two primary land use codes - Land and Water Development and Use Ordinance and the Clatsop County Standards Document - were both adopted in 1980. Although amendments have been approved over the years, the two documents are out-of-date and are cumbersome to use. It is a highly inefficient and confusing process - for both staff, residents and the development community. Beginning in March 2019, staff will be reviewing the consolidated documents with the Planning Commission, with the goal of bringing the combined and updated documents to the Board in FY 19/20. The project will modernize terminology and references within these two documents, clean-up and clarify language in general and combine the two documents into one document. It is anticipated that this can be principally completed by existing County staff, with minimal assistance from outside consultants. Increased costs due to required public notices and mailings are reflected in the FY 19/20 budget request. It is anticipated that this project would take approximately 6-9 months to complete.

3. COMPREHENSIVE PLAN UPDATE: The County's Comprehensive Plan dates back to the late 1970s and has been amended over the following decades. However, the information on which the plan was based is outdated and the public input gathered at that time may no longer be reflective of the needs and desires of current County residents. Following completion of the Code Modernization and Consolidation project, staff is proposing to begin the process of updating the Comprehensive Plan. This is a more extensive undertaking, both with respect to time and possible outside expertise required. Citizen involvement will be critical to the update, which will require several public meetings and proactive communication to the public on the part of planning staff. It is anticipated that this project would begin in late FY 18/19 and be completed in early FY 21/22.

4. UPDATE APPLICATIONS, CHECKLISTS AND BROCHURES: The County has several applications that are required for development. While many of these applications require similar documents (i.e., site plans or surveys, erosion control plans, etc) many applications require very different or more detailed information. In FY 18/19, staff began reviewing the County's applications to see where forms could be combined and to create checklists that make it easy for both residents and staff to determine what supporting documents are required. This process will continue in FY 19/20, with an emphasis on developing a separate page dedicated to permitting development in the floodplain. The continued review and updates will increase understanding of the process and improve efficiency. .

5. CROSS-TRAINING: Provide cross-training between Building Codes, Planning ,and Code Compliance and additional software training, including the new e-permitting system.

Budget Highlights

A. FUNDING SOURCES
LAND USE PERMITS: Development activity is expected to continue at its current pace. Staff is not forecasting an increase in permit revenue in FY 19/20.

CODE ENFORCEMENT FINES: A full-time Code Enforcement Specialist is being budgeted for in the FY 18/19 budget, staff has not proposed an increase in revenues from Code Enforcement Fines. This is based on the assumption that the primary goal of a Code Enforcement Specialist is to work with property owners to bring them into compliance, without the need to apply fines.

B. EXPENDITURES
LEGAL SERVICES: While staff is not aware of any potential legal challenges that may arise in FY 18/19, the Land Use Planning Division is requesting $40,000 for legal services. This is an estimate and is based on the actual expense and current year projected. This includes $20,000 for a Hearings Officer. This is a difficult line item to predict given that the bulk of the cost is due to unanticipated legal challenges, such as appeals.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Lcdc Coastal Management	5,000	0	0	0	0	0%
Land Use Permits	74,624	84,939	80,000	80,000	0	0%
Special Events Permit	0	0	1,000	1,000	0	0%
Code Enforcement Fines	75	243	500	200	(300)	- 60%
Rev. Refunds & Reim.	575	898	50	50	0	0%
Nsf Check Fee	0	0	30	0	(30)	- 100%
Miscellaneous Revenue	0	0	0	0	0	0%
Public Records Request	0	90	100	100	0	0%
Short-Term Rental Application	0	3,600	0	600	600	100%
Copy Fees	311	42	30	10	(20)	- 66%
Trans From Video Lottery	229,230	261,200	295,160	251,930	(43,230)	- 14%
General Fund Support	253,657	166,154	334,990	499,450	164,460	49%
Total Revenue:	**563,471**	**517,165**	**711,860**	**833,340**	**121,480**	**17%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	326,498	303,335	390,200	472,310	82,110	21%
Personnel Benefits	147,028	121,181	228,050	240,950	12,900	5%
Material & Supplies	89,945	92,650	93,610	120,080	26,470	28%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**563,471**	**517,165**	**711,860**	**833,340**	**121,480**	**17%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Planning Director	0.85	0.85	0.85	0.85	0.00	0%
Planning Manager	0.00	1.00	1.00	1.00	0.00	0%
Senior Planner	1.00	0.00	0.00	0.00	0.00	0%
Planner	1.00	2.00	2.00	2.00	0.00	0%
Code Specialist	1.00	0.00	1.00	2.00	1.00	100%
Permit Technician	1.00	1.50	1.00	1.00	0.00	0%
Total Personnel:	**4.85**	**5.35**	**5.85**	**6.85**	**1.00**	**17%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Planning Director	82-1082	89,391	75,648	84,840	92,200	7,360	8%
Planning Manager	82-1142	66,517	74,916	80,040	87,710	7,670	9%
Senior Planner	82-1627	0	0	0	0	0	0%
Planner	82-1630	119,128	97,385	115,780	116,820	1,040	0%
Code Specialist	82-1640	0	0	52,770	116,820	64,050	121%
Permit Technician	82-1729	51,462	55,386	56,770	58,760	1,990	3%
Extra Help	82-1941	9,255	0	0	0	0	0%
Overtime	82-1945	0	0	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	6,600	0	(6,600)	- 100%
F.I.C.A.	82-1950	24,515	21,421	30,430	36,390	5,960	19%
Retirement	82-1955	42,024	41,642	76,030	98,400	22,370	29%
Medical Waiver	82-1963	0	200	0	2,400	2,400	100%
Medical Insurance	82-1964	51,589	42,946	90,010	79,200	(10,810)	- 12%
Dental Insurance	82-1965	5,717	4,437	8,460	8,730	270	3%
HSA Contribution	82-1966	8,350	7,042	9,850	8,100	(1,750)	- 17%
Benefits Admin Fees	82-1967	101	120	120	130	10	8%
Life Insurance	82-1970	414	348	470	540	70	14%
Salary Continuation Insur	82-1972	580	541	540	620	80	14%
S.A.I.F.	82-1975	2,630	2,065	4,140	4,960	820	19%
Unemployment	82-1980	1,854	421	400	480	80	20%
Personnel Services Totals:		**473,526**	**424,515**	**618,250**	**713,260**	**95,010**	**15%**
Materials & Services							
Telephones	82-2070	3,035	2,415	2,500	2,500	0	0%
Membership Fees And Dues	82-2370	825	1,537	2,410	2,790	380	15%
Office Supplies	82-2410	7,470	1,178	10,000	8,000	(2,000)	- 20%
Books And Periodicals	82-2413	339	135	500	1,500	1,000	200%
Postage And Freight	82-2419	2,223	5,397	9,000	6,000	(3,000)	- 33%
Printing And Reproduction	82-2425	3,203	5,191	6,000	5,000	(1,000)	- 16%
Microfilming	82-2440	0	0	0	0	0	0%
Measure 49 Expense	82-2444	0	0	0	0	0	0%
Legal Services	82-2469	49,040	25,227	40,000	30,000	(10,000)	- 25%
Contract Personnel	82-2470	0	3,060	0	0	0	0%
Contractual Services	82-2471	5,085	37,689	5,000	10,000	5,000	100%
Administrative Costs	82-2473	0	0	0	28,470	28,470	100%
OR LNG Contractual Svcs.	82-2479	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	859	3,528	3,000	4,000	1,000	33%
Abatement	82-2730	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	500	500	0	0%
Fuel - Vehicles	82-2852	71	145	1,000	2,000	1,000	100%
Fleet Vehicle Use	82-2921	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	1,000	1,000	0	0%
Education And Training	82-2928	2,500	669	4,100	7,100	3,000	73%

Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	2,832	528	6,100	8,720	2,620	42%
Planning Comm. Expenses	82-2935	0	0	0	0	0	0%
Refunds and Returns	82-3204	12,463	5,950	2,500	2,500	0	0%
Materials & Services Totals:		**89,945**	**92,650**	**93,610**	**120,080**	**26,470**	**28%**
Total Expenditures:		**563,471**	**517,165**	**711,860**	**833,340**	**121,480**	**1**

Building Codes

Mission Statement

The Building Codes Division provides predictable and flexible services to industry partners and property owners in a professional and courteous manner, producing positive solutions to promote safety in our community and support local enterprise in the construction industry.

Department Overview

The State delegates authority to counties under ORS 455.150. The County is responsible for enforcing Federal, State and local building regulations. Fees are set through local ordinance to cover the cost of administering the program. All revenues collected by the Building Codes Division are set by statute as dedicated funds and can only be used to offset the cost of administering the program. The Building Codes Division is responsible for reviewing construction drawings, issuing permits, and conducting site inspections in accordance with state and local regulations. The Building Codes Division works closely with County Planning, Public Works Divisions, Environmental Health, and local Fire Department Agencies to assure all requirements are met prior to the issuance of the permit, during construction, and prior to the issuance of a Certificate of Occupancy.

Major Accomplishments

The six Building Codes Division employees have earned and hold 97 current certifications issued by the State of Oregon and the International Code Council. County staff provided plumbing plan review and inspection service to the Cities of Warrenton and Astoria. Building Official David Kloss provided Building Official oversight to the City of Astoria Building Department during its staff replacement search. The Building Codes Division began providing inspection services on a five day per week schedule. Previously the inspection work load was divided into two areas. The northern area of the county was inspected on Monday and Wednesday while the southern area was inspected on Tuesday and Thursday. Friday was reserved to complete plan reviews. The Building Codes Division successfully recruited one additional full time Building Inspector. The Building Codes Division began inspecting Short Term Vacation Rentals.

Performance Measures

The Building Codes Division is projected to complete over 9,550 individual inspections, logging over 60k miles and reviewing over 250 plan submittals for code compliance with current staffing levels. An approximate total of over 2,000 permits will be issued for construction activity. Approximately 125 Short Term Vacation Rentals have been inspected and approved. In addition, the Building Codes Division completed approximately 200 inspections and 30 plan reviews for the Cities of Warrenton and Astoria.

Budget Highlights

81-7073 City of Astoria IGA - The revenue increase is due to the anticipated plumbing plan review and inspection service the County provides through the IGA.
82-2455 PC Equipment - This increase represents purchases to facilitate the ePermitting program; Tablets for field inspections and monitors for on-line plan reviews.
82-2928 Education and Training - This reflects the increasing need for continuing education as well as meet ISO acceptable levels of training per staff member. This line is increased as continuing education training costs have risen. The State of Oregon recently mandated that code change classes must be attended in person. This results in increased travel, registration, per diem, and coverage costs.
82-2930 Reimbursed Travel Expenses- This reflects rising cost of attending training along with State mandated code change classes.
82-9901 Approp. for Contingencies - The Building Codes Division currently has a 16 month operating contingency. Healthy building department programs will maintain a twelve to twenty four month level of reserves in preparation of typical economy cycles.
82-2370 Membership Fees and Dues - This decrease reflects discontinuing some memberships that no longer provide a financial benefit to the division.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	528,134	776,800	989,710	1,224,360	234,650	23%
License & Permits	809,107	857,203	750,000	750,000	0	0%
ASD Excise Tax Handling Fee	874	1,338	800	800	0	0%
Rev. Refunds & Reim.	0	6	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	3,406	0	0	0	0	0%
Public Records Request	856	1,097	500	500	0	0%
Short-Term Rental Application	0	18,000	0	0	0	0%
City of Astoria IGA	0	2,588	750	19,500	18,750	2500%
City of Warrenton IGA	5,555	6,466	6,100	7,800	1,700	27%
City of Seaside IGA	750	0	750	750	0	0%
City of Gearhart IGA	0	0	750	0	(750)	- 100%
Copy Fees	341	223	500	500	0	0%
Franchise Fees	750	750	750	750	0	0%
Interest On Investments	7,147	15,760	8,000	14,000	6,000	75%
Total Revenue:	**1,356,919**	**1,680,229**	**1,758,610**	**2,018,960**	**260,350**	**14%**
Total Unappropriated Budget:	**776,800**	**1,073,570**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**580,119**	**606,659**	**1,758,610**	**2,018,960**	**260,350**	**14%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	309,981	325,072	403,740	428,670	24,930	6%
Personnel Benefits	146,105	160,220	242,590	254,150	11,560	4%
Material & Supplies	95,952	88,167	143,780	148,310	4,530	3%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	28,080	33,200	32,900	22,000	(10,900)	- 33%
Contingency	0	0	935,600	1,165,830	230,230	24%
Total Expenditures:	**580,119**	**606,659**	**1,758,610**	**2,018,960**	**260,350**	**14%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Planning Director	0.15	0.15	0.15	0.15	0.00	0%
Building Inspector I	2.00	2.00	3.00	3.00	0.00	0%
Permit Technician	1.00	1.50	1.00	1.00	0.00	0%
Building Official	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	**4.15**	**4.65**	**5.15**	**5.15**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Permits Issued		1706	2150	2141	2116	2157	2000
Inspections		4242	9646	9778	10523	9658	9550
Plan Reviews		191	249	222	204	200	250
Requested Inspections Done by Next Business Day	Percent	90%	95%	97%	99%	99%	99%
Plan Reviews Completed within Required Timeframe	Percent	95%	95%	95%	95%	95%	95%
Permits Issued Within the Same Day	Percent	80%	85%	85%	85%	85%	85%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Planning Director	82-1082	15,775	13,350	14,970	16,270	1,300	8%
Code Specialist	82-1640	0	0	0	0	0	0%
Building Inspector I	82-1728	147,334	154,467	227,090	241,560	14,470	6%
Permit Technician	82-1729	54,035	55,386	56,770	58,760	1,990	3%
Building Official	82-1732	92,837	101,869	104,910	112,080	7,170	6%
Extra Help - Inspectors	82-1925	7,117	9,284	15,000	15,000	0	0%
Overtime	82-1945	627	2,226	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	4,800	0	(4,800)	- 100%
F.I.C.A.	82-1950	23,639	24,975	32,480	34,020	1,540	4%
Retirement	82-1955	45,255	49,951	74,820	89,990	15,170	20%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	50,619	56,155	85,470	92,670	7,200	8%
Dental Insurance	82-1965	5,556	5,673	7,960	8,240	280	3%
HSA Contribution	82-1966	8,150	8,125	10,150	7,150	(3,000)	- 29%
Benefits Admin Fees	82-1967	107	114	110	120	10	9%
Life Insurance	82-1970	355	368	420	420	0	0%
Salary Continuation Insur	82-1972	464	443	540	540	0	0%
S.A.I.F.	82-1975	2,570	2,511	4,420	4,560	140	3%
Unemployment	82-1980	1,646	395	420	440	20	4%
Personnel Services	82-1985	0	0	5,000	0	(5,000)	- 100%
Personnel Services Totals:		**456,087**	**485,292**	**646,330**	**682,820**	**36,490**	**5%**
Materials & Services							
Telephones	82-2070	4,042	2,992	4,000	4,000	0	0%
Insurance	82-2200	3,943	3,700	4,800	5,110	310	6%
Credit Card Fees	82-2220	0	0	2,500	2,500	0	0%
Membership Fees And Dues	82-2370	975	550	1,630	1,030	(600)	- 36%
Office Supplies	82-2410	955	1,014	1,300	1,500	200	15%
Books And Periodicals	82-2413	1,477	2,064	5,000	5,000	0	0%
Postage And Freight	82-2419	892	684	1,200	1,000	(200)	- 16%
Printing And Reproduction	82-2425	4,033	2,072	2,500	2,500	0	0%
Office Furniture & Equipment	82-2454	1,854	0	10,000	5,000	(5,000)	- 50%
PC Equipment	82-2455	2,014	1,040	6,000	11,470	5,470	91%
Legal Services	82-2469	0	0	1,000	1,000	0	0%
Contractual Services	82-2471	0	438	0	0	0	0%
City of Astoria IGA	82-2540	0	0	0	0	0	0%
City of Gearhart IGA	82-2541	0	0	0	0	0	0%
City of Seaside IGA	82-2542	0	0	0	0	0	0%
City of Warrenton IGA	82-2543	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	100	0	0	0	0%
Advertising	82-2605	2,326	625	5,000	4,000	(1,000)	- 20%
Small Tools And Instrum.	82-2710	319	216	1,250	600	(650)	- 52%
Fuel - Vehicles	82-2852	3,543	4,437	6,000	5,000	(1,000)	- 16%

Vehicle Maintenance & Use	82-2923	2,122	526	4,000	4,000	0	0%
Education And Training	82-2928	3,742	4,493	10,000	15,000	5,000	50%
Reimbursed Travel Expense	82-2930	462	2,260	9,400	10,000	600	6%
Refunds and Returns	82-3204	3,252	4,258	5,000	4,000	(1,000)	- 20%
Indirect Cost Allocation	82-3210	60,000	56,700	63,200	65,600	2,400	3%
Materials & Services Totals:		**95,952**	**88,167**	**143,780**	**148,310**	**4,530**	**3%**
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Transfers Out							
Trans To Fleet Replacement	82-8101	28,080	33,200	32,900	22,000	(10,900)	- 33%
Transfers Out Totals:		**28,080**	**33,200**	**32,900**	**22,000**	**(10,900)**	**- 33%**
Contingencies							
Approp. For Contg. - Gen.	82-9901	0	0	935,600	1,165,830	230,230	24%
Contingencies Totals:		**0**	**0**	**935,600**	**1,165,830**	**230,230**	**24%**
Total Expenditures:		**580,119**	**606,659**	**1,758,610**	**2,018,960**	**260,350**	**1**

County Tourism

Mission Statement

To promote tourism in Clatsop County.

Department Overview

This Org Unit was created as a result of County Ordinance 2014-14 which amends Clatsop County Code 3.16.020. Per Clatsop County Code 3.16.190, of the 9.5% room tax rate colleted, 18.42% is distributed for promotion of tourism and at the direction of the Board of County Commissioner's.

Beginning Jan. 1, 2019, a new county-wide, 1% transient lodging tax will go into effect. The new lodging tax, adopted by the Clatsop County Board of Commissioners in July, will fund jail operations and tourism promotion. The tax is in addition to any city, state or county transient lodging tax already in place.

Major Accomplishments

The county has established a tourism promotion committee that reviews that applications submitted requesting the use of these funds per the ORS. During the 2018-19 FY the county was able to distribute $55,530 to five different non-profit entities that met the ORS requirement of promoting tourism within Clatsop County.

Performance Measures

Performance is measured by how many accounts registered and how much revenue is collected and distributed.

Budget Highlights

The county has established an application process where those entities that meet the requirements of ORS 320.300 to 320.350 can submit a request for funds between the months of September through November. The request should describe how the funds would be used as well as the amount necessary to fulfill their proposed project. During the month of December a committee then reviews all requests for ORS compliance, in addition to the amount of funds that has been collected and the amount necessary to fill the requests. Letters of approval or denial will be sent in December, and the funds will be distributed in January.

Due to the increased oversight of this program and the staff time necessary .70 FTE has been allocated to this budget to account for the staff time associated with room tax collections. Previously this FTE has been allocated in the Assessment & Tax organizational unit but to accurately reflect the cost associated with assessing a room tax throughout the county staff time is now being reflected within the County Tourism org unit. In addition there are material and services costs associated with printing and mailings of notices that is now being reflected in this budget as well.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	79,907	21,821	0	18,570	18,570	100%
Room Tax	89,605	97,179	100,000	100,000	0	0%
Short-Term Rental Application	0	0	0	200	200	100%
Room Tax Determination Fees	0	0	0	100	100	100%
General Fund Support	(21,821)	38,210	(40,390)	0	40,390	- 100%
Total Revenue:	**147,692**	**157,210**	**59,610**	**118,870**	**59,260**	**99%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	34,970	34,970	0%
Personnel Benefits	0	0	0	21,920	21,920	0%
Material & Supplies	917	0	0	4,150	4,150	0%
Special Payments	146,775	157,210	59,610	57,830	(1,780)	- 2%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**147,692**	**157,210**	**59,610**	**118,870**	**59,260**	**99%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Staff Assistant	0.00	0.00	0.00	0.70	0.70	100%
Total Personnel:	**0.00**	**0.00**	**0.00**	**0.70**	**0.70**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
New Accounts Registered	Count	0	0	28	25	49	20
Number of Quarterly Billings	Count	0	0	0	716	700	1,200
Liens Recorded	Count	0	0	0	13	6	0
Gross Revenue Collected	Count	0	0	0	628,752	623,000	750,000
Determinations Sent	Count	0	0	0	6	4	4
Delinquent Notices	Count	0	0	0	165	150	100
Short Term Rental Permits Received-County	Count	0	0	0	0	88	5
Short Term Rental Applications Approved-County	Count	0	0	0	0	88	5
Short Term Rentals Closed-County	Count	0	0	0	0	26	0
1% Accounts Notified-Countywide	Count	0	0	0	0	1,075	0
1% Registered Accounts	Count	0	0	0	0	396	0

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Staff Assistant	82-1191	0	0	0	34,970	34,970	100%
F.I.C.A.	82-1950	0	0	0	2,670	2,670	100%
Retirement	82-1955	0	0	0	6,330	6,330	100%
Medical Insurance	82-1964	0	0	0	10,280	10,280	100%
Dental Insurance	82-1965	0	0	0	1,040	1,040	100%
HSA/FSA Contribution	82-1966	0	0	0	1,400	1,400	100%
Benefits Admin Fees	82-1967	0	0	0	10	10	100%
Life/AD&D Insurance	82-1970	0	0	0	50	50	100%
Salary Continuation Insur	82-1972	0	0	0	50	50	100%
S.A.I.F.	82-1975	0	0	0	60	60	100%
Unemployment	82-1980	0	0	0	30	30	100%
Personnel Services Totals:		**0**	**0**	**0**	**56,890**	**56,890**	**100%**
Materials & Services							
Room Tax Lien Recording Fees	82-2236	0	0	0	200	200	100%
Postage And Freight	82-2419	0	0	0	2,500	2,500	100%
Printing And Reproduction	82-2425	0	0	0	1,100	1,100	100%
Contractual Services	82-2471	917	0	0	350	350	100%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Materials & Services Totals:		**917**	**0**	**0**	**4,150**	**4,150**	**100%**
Special Payments							
Historical Society	82-3202	4,000	4,000	4,000	4,000	0	0%
Cont. To Outside Agencies	82-3575	142,775	153,210	55,610	53,830	(1,780)	- 3%
Special Payments Totals:		**146,775**	**157,210**	**59,610**	**57,830**	**(1,780)**	**- 2%**
Total Expenditures:		**147,692**	**157,210**	**59,610**	**118,870**	**59,260**	**1**

Clatsop County Fisheries

Mission Statement

Clatsop County Fisheries Project rears and releases adult salmon in Select Area fishery sites as an enhancement to the Columbia River commercial and sport fisheries.

Department Overview

Clatsop County Fisheries collaborates with state and federal agencies to rear and release salmon smolts for harvest of adults in the Select areas of Oregon and Washington, and in off-site locations where those fish migrate, such as ocean sport and commercial fisheries and Buoy 10. It operates one hatchery and three net-pen sites to maintain the infrastructure and equipment to support its annual production programs. All programs are funded by grants and fishermen/processor contributions. This program does not receive any funding from Clatsop County.

Major Accomplishments

For FY2018/2019, we reared and released 1,615,699 million Spring Chinook salmon smolts and 1,957,142 Coho smolts at our Blind Slough, South Fork Hatchery, Tongue Point, and Youngs Bay locations.

Performance Measures

Our FY2019/2020 workload measures' goals are to receive and rear 1.95 million spring Chinook at three locations, receive and rear 2.3 million Coho at four locations. Our goal for the SABs (Select Area Brights) is to collect 500,000 eggs in the fall at our South Fork Hatchery and move to Youngs Bay for rearing.

Budget Highlights

The FY2019/2020 budget for Clatsop County Fisheries (CCF) is about the same as last fiscal year. The approved funding is the total SAFE project that includes three entities (ODFW, WDFW and CCF). In June, these three entities will go through a budget exercise that determines each program's needs, and then divides the total SAFE funds among the three entities. Because CCF does not receive the amount estimated needed in this budget, the shortfall needs to be covered with the fisheries contributions in the Special Projects line item. Specific changes are noted:

1) Personnel Services included a 2.5% COLA, along with scheduled step increases for employees, increased medical and PERS costs.
2) The fishermen's assessment revenue estimate is significantly lower than in past years because we have not been receiving contributions from several area major processors.
3) The feed budget has increased due to an increased production of 400,000 over winter Sping Chinook. Food prices are subject to changes twice per year, on January 1 and July 1.
4) An increase of $3,100 Indirect Cost Allocation reflects this fund's costs as calculated by Budget and Finance.
5) An increase of $2,360 in the PC Equipment line item due to a lease increase and onetime license fee.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	248,614	224,552	307,980	267,610	(40,370)	- 13%
ODF&W Sample Contract	19,583	20,634	22,510	23,320	810	3%
St. - Fish And Wildlife	219,807	236,099	270,270	290,100	19,830	7%
St-restoration & Enhance	66,000	0	0	0	0	0%
Bpa/odfw/crtfr	455,218	420,436	479,560	486,710	7,150	1%
Rev. Refunds & Reim.	341	379	420	420	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Fisheries Contributions	16,639	14,573	20,000	15,000	(5,000)	- 25%
Interest On Investments	2,074	3,041	2,000	3,000	1,000	50%
Total Revenue:	**1,028,277**	**919,714**	**1,102,740**	**1,086,160**	**(16,580)**	**- 1%**
Total Unappropriated Budget:	**224,552**	**237,134**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**803,725**	**682,580**	**1,102,740**	**1,086,160**	**(16,580)**	**- 1%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	357,594	319,485	352,930	369,480	16,550	4%
Personnel Benefits	197,377	181,216	213,400	228,200	14,800	6%
Material & Supplies	167,096	181,879	190,040	217,740	27,700	14%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	81,659	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	346,370	270,740	(75,630)	- 21%
Total Expenditures:	**803,725**	**682,580**	**1,102,740**	**1,086,160**	**(16,580)**	**- 1%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Works Director	0.05	0.05	0.05	0.05	0.00	0%
Staff Assistant	0.85	0.65	0.65	0.65	0.00	0%
Fisheries Project Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Fisheries Biologist	1.00	1.00	1.00	1.00	0.00	0%
Biological Aide	3.00	3.00	3.00	3.00	0.00	0%
Natural Resource Mgr	0.50	0.50	0.50	0.50	0.00	0%
Total Personnel:	**6.40**	**6.20**	**6.20**	**6.20**	**0.00**	**0%**

Measures

Unit of Measure Description	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Spring Chinook pre-smolts received and reared at three location	1,550,000	1,240,00	1,400,00	1,459,59	1,615,699	1950000
Coho fingerlings/pre-smolts received and reared at four locations	2,615,000	2,092,00	1,238,44	2,534,68	1,957,142	2315000
SAB fall Chinook eggs collected	1,550,000	1,240,00	334,056	61,600	0	500000
Coho eggs collected			360,000	180,000	106,336	400000

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Works Director	82-1088	4,835	5,047	5,410	6,270	860	15%
Staff Assistant	82-1191	31,105	28,560	31,370	28,870	(2,500)	- 7%
Fisheries Project Supervisor	82-1601	76,457	40,448	65,300	69,840	4,540	6%
Fisheries Biologist	82-1610	53,179	54,508	55,870	57,830	1,960	3%
Biological Aide	82-1612	151,940	150,161	151,110	159,900	8,790	5%
Natural Resource Mgr	82-1620	40,078	40,762	43,870	46,770	2,900	6%
Extra Help	82-1941	3,173	0	0	0	0	0%
Overtime	82-1945	0	0	1,500	1,500	0	0%
Performance Pay	82-1948	0	0	1,970	0	(1,970)	- 100%
F.I.C.A.	82-1950	26,291	23,011	27,260	28,440	1,180	4%
Retirement	82-1955	61,648	61,067	65,390	82,370	16,980	25%
Medical Waiver	82-1963	250	0	0	780	780	100%
Medical Insurance	82-1964	73,809	71,587	86,850	86,380	(470)	- 0%
Dental Insurance	82-1965	9,151	8,223	8,850	9,080	230	2%
HSA Contribution	82-1966	10,800	8,567	9,400	8,100	(1,300)	- 13%
Benefits Admin Fees	82-1967	130	136	130	140	10	7%
Life Insurance	82-1970	529	483	520	520	0	0%
Salary Continuation Insur	82-1972	666	572	650	670	20	3%
S.A.I.F.	82-1975	8,698	7,141	10,520	9,850	(670)	- 6%
Unemployment	82-1980	2,230	429	360	370	10	2%
Personnel Services Totals:		**554,970**	**500,701**	**566,330**	**597,680**	**31,350**	**5%**
Materials & Services							
Clothing And Uniform Exp.	82-2040	986	912	1,250	1,250	0	0%
Telephones	82-2070	1,832	1,883	2,000	2,000	0	0%
Food	82-2130	62,293	87,075	102,490	121,920	19,430	18%
Field Supplies	82-2165	5,449	1,919	2,200	2,000	(200)	- 9%
Insurance	82-2200	5,271	5,018	6,000	7,040	1,040	17%
License And Permit Fees	82-2240	3,433	3,680	3,720	3,940	220	5%
Maintenance - Equipment	82-2260	223	2,418	1,000	1,000	0	0%
Maintenance S.I.G.	82-2300	25,746	13,402	10,430	7,970	(2,460)	- 23%
Employee Drug Screen	82-2302	35	0	0	0	0	0%
Membership Fees And Dues	82-2370	105	120	130	130	0	0%
Office Supplies	82-2410	573	710	700	700	0	0%
Books And Periodicals	82-2413	0	0	100	100	0	0%
Postage And Freight	82-2419	598	592	700	600	(100)	- 14%
Printing And Reproduction	82-2425	481	863	700	800	100	14%
PC Equipment	82-2455	520	520	520	2,880	2,360	453%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	1,975	5,450	0	5,400	5,400	100%
Administrative Costs	82-2473	421	423	400	450	50	12%
Advertising	82-2605	0	260	100	100	0	0%
Rents And Leases - Equip.	82-2630	7,544	7,339	7,370	8,910	1,540	20%

Rts. & Lea. - S., I. & G.	82-2670	3,480	3,480	3,680	3,800	120	3%
Laboratory Services	82-2745	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	19	300	300	0	0%
Promotions	82-2756	0	0	0	0	0	0%
Fuel - Equipment	82-2851	0	542	540	800	260	48%
Fuel - Vehicles	82-2852	0	913	2,520	800	(1,720)	- 68%
Fuel - Boats	82-2853	0	100	540	200	(340)	- 62%
Safety Program	82-2862	0	0	0	0	0	0%
Special Projects	82-2881	666	0	1,000	1,000	0	0%
Vehicle Maintenance & Use	82-2923	5,532	5,241	5,050	3,950	(1,100)	- 21%
Moorage	82-2924	3,750	1,500	1,500	1,500	0	0%
Education And Training	82-2928	110	313	700	700	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	273	288	2,000	2,000	0	0%
Indirect Cost Allocation	82-3210	35,800	36,900	32,400	35,500	3,100	9%
Contract Tagging	82-3546	0	0	0	0	0	0%
Materials & Services Totals:		**167,096**	**181,879**	**190,040**	**217,740**	**27,700**	**14%**
Capital Outlay							
Structures & Improvements	82-4100	81,659	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		**81,659**	**0**	**0**	**0**	**0**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	346,370	270,740	(75,630)	- 21%
Contingencies Totals:		**0**	**0**	**346,370**	**270,740**	**(75,630)**	**- 21%**
Total Expenditures:		**803,725**	**682,580**	**1,102,740**	**1,086,160**	**(16,580)**	**1**

Video Lottery

Mission Statement

Support Economic Development activities in the county.

Department Overview

The monies are Clatsop County's share of the Oregon Lottery proceeds, which are to be used for economic development activities in accordance with ORS 461.547. Currently Clatsop County uses the monies to fund the development related activities of the Community Development Department, the not-for-profit Clatsop Economic Development Resources (CEDR), and special projects that support economic development, such as challenging FEMA's estuary study, which would result in greatly increased costs to building in waterfront areas.

Major Accomplishments

Economic Development Activities occurring within the Community Development Department during the 2018-19 FY include:
1. The county continues to provide financial support to Clatsop Economic Development Resources (CEDR) as well as regularly attend the CEDR Board meetings as well as other economic related meetings within Clatsop County.
2. CD staff continue to provide regular support to customers trying to find appropriate properties for use in their business plan.
3. Continued involvement with the on-going development of the North Coast Business Park.
4. Continued efforts to reduce unintended and unnecessary regulatory obstacles to commercial and industrial development within the county's development code.
5. Develop additional revisions to the County's Land and Water Development and Use Ordinance regarding activities and uses within the residential agriculture zones to allow additional agri-tourism-related activities to support and enhance farm income.
6. Begin the process of reviewing and updating the Comprehensive Plan including all community plans. This will involve the formation of a Citizen Advisory Committee, holding public meetings and workshops, and will continue through FY 21/22.

Budget Highlights

FUNDING SOURCES:
The Proposed Budget assumes that the Beginning Fund Balance will be $58,090. The Video Lottery Fund allocation is an estimate based on the expectation that the fund will at least remain constant based on video lottery sales within the county.
EXPENDITURES:
$8,100 for multiple memberships such as the AOC for defense of video lottery funds, ColPac, and OCZMA. $5,000 is allocated for the Clatsop County Arts Council. An additional $5,000 has been appropriated for contractual services should any potential economic development opportunities arise.

In Special Payments $70,000 is appropriated for CEDR.

The remaining balance is transferred to the Planning Division of Community Development to be able to provide continued staff support in the county's economic development because quality of life issues are closely related to economic development.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	48,982	49,696	73,860	20,630	(53,230)	- 72%
Interest On Investments	309	924	300	300	0	0%
St-video Lottery Proceeds	313,454	348,787	310,000	319,900	9,900	3%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Donations from Trust Fund	0	0	0	0	0	0%
Total Revenue:	**362,745**	**399,406**	**384,160**	**340,830**	**(43,330)**	**- 11%**
Total Unappropriated Budget:	**49,696**	**58,086**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**313,050**	**341,320**	**384,160**	**340,830**	**(43,330)**	**- 11%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	9,154	10,120	19,000	18,900	(100)	- 0%
Special Payments	74,666	70,000	70,000	70,000	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	229,230	261,200	295,160	251,930	(43,230)	- 14%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**313,050**	**341,320**	**384,160**	**340,830**	**(43,330)**	**- 11%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Arts Council	82-2256	0	0	0	5,000	5,000	100%
Maintenance Supplies	82-2259	917	651	5,000	0	(5,000)	- 100%
Membership Fees And Dues	82-2370	7,637	7,990	8,100	8,100	0	0%
Office Supplies	82-2410	0	0	0	0	0	0%
Catering Services	82-2459	0	0	0	0	0	0%
Contractual Services	82-2471	0	680	5,000	5,000	0	0%
Advertising	82-2605	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	600	800	900	800	(100)	- 11%
Materials & Services Totals:		**9,154**	**10,120**	**19,000**	**18,900**	**(100)**	**- 0%**
Special Payments							
Economic Development	82-3009	70,000	70,000	70,000	70,000	0	0%
Unallocated Donations	82-3141	0	0	0	0	0	0%
FEMA Flood Study Review	82-3194	4,666	0	0	0	0	0%
SF Hatchery Stream Repair	82-3195	0	0	0	0	0	0%
Special Payments Totals:		**74,666**	**70,000**	**70,000**	**70,000**	**0**	**0%**
Transfers Out							
Transfer To Planning	82-8004	229,230	261,200	295,160	251,930	(43,230)	- 14%
Transfers Out Totals:		**229,230**	**261,200**	**295,160**	**251,930**	**(43,230)**	**- 14%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	0	0	0	0%
Contingencies Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**313,050**	**341,320**	**384,160**	**340,830**	**(43,330)**	**1**

Industrial Develop.Revolving Fund

Mission Statement

The Industrial Development Revolving Fund exists to foster economic growth in the North Coast Business Park.

Department Overview

The Industrial Development Revolving fund was established by the County Board of Commissioners in November 2000 in accordance with ORS 275.318, related to the County's North Coast Business Park property. This fund provides for the deposit of funds received by the County upon the sale or lease of county lands zoned for industrial use under the acknowledged comprehensive plan for the County. Pursuant to ORS 275.318, monies in this fund are disbursed only upon written order of the County Commission and are for engineering, improvement, rehabilitation, construction, operation or maintenance in whole or in part, including pre-project planning costs of any development project authorized by ORS 271.510 and 271.540 and 280.500 that is located in an industrially zoned area within the County and that could directly result in specific industrial and commercial activities and new technology or types of economic enterprise the County Commission determines are needed to diversify the economic base of the county pursuant to ORS 275.318.

Major Accomplishments

The County completed the engineering design drawings for the Bugle Road project to construct Bugle Road between Ensign Lane and 19th Street, within the North Coast Business Park. Work has been completed for the wetland fill/removal permitting requirements for the Big Beam land transaction from February 2016. Completed legal description boundary writing activities for the Clatsop Enterprise Zone expansion to include the City of Astoria.

Performance Measures

There are no performance measures for this budget.

Budget Highlights

There is $1,000,000 in the budget to construct Bugle Road between Ensign Lane and 19th Street. Any revenues from future land sales will roll into future year beginning balances. This fund must undergo a planning process to develop future projects for the fund to expend remaining funds.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	3,619,314	3,941,822	3,746,300	3,875,330	129,030	3%
Land Sales	350,000	0	87,600	0	(87,600)	- 100%
Interest On Investments	40,513	65,239	50,000	70,000	20,000	40%
ODOT Immediate Opportunity Gra	0	0	538,700	0	(538,700)	- 100%
Total Revenue:	**4,009,826**	**4,007,061**	**4,422,600**	**3,945,330**	**(477,270)**	**- 10%**
Total Unappropriated Budget:	**3,941,822**	**3,773,933**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**68,004**	**233,129**	**4,422,600**	**3,945,330**	**(477,270)**	**- 10%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	68,004	85,928	130,900	103,500	(27,400)	- 20%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	147,201	1,000,000	1,000,000	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	3,291,700	2,841,830	(449,870)	- 13%
Total Expenditures:	**68,004**	**233,129**	**4,422,600**	**3,945,330**	**(477,270)**	**- 10%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Personnel Services	82-1985	0	0	0	0	0	0%
Personnel Services Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Materials & Services							
License And Permit Fees	82-2240	1,299	2,604	8,000	0	(8,000)	- 100%
NC Business Park Development	82-2466	49,805	54,574	60,000	60,000	0	0%
NC Bus. Park Wetlands Mitig.	82-2467	0	0	0	0	0	0%
Contractual Services	82-2471	16,874	22,303	55,000	40,000	(15,000)	- 27%
Reimbursed Travel Expense	82-2930	26	47	0	0	0	0%
Indirect Cost Allocation	82-3210	0	6,400	7,900	3,500	(4,400)	- 55%
Materials & Services Totals:		**68,004**	**85,928**	**130,900**	**103,500**	**(27,400)**	**- 20%**
Special Payments							
Economic Development	82-3009	0	0	0	0	0	0%
Special Payments Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Capital Outlay							
Land	82-4000	0	0	0	0	0	0%
SE Ensign Lane	82-4010	0	0	0	0	0	0%
Structures & Improvements	82-4100	0	147,201	1,000,000	1,000,000	0	0%
Capital Outlay Totals:		**0**	**147,201**	**1,000,000**	**1,000,000**	**0**	**0%**
Transfers Out							
Trans To Special Projects	82-8100	0	0	0	0	0	0%
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Contingencies							
Appropriation for Contin.	82-9900	0	0	3,291,700	2,841,830	(449,870)	- 13%
Contingencies Totals:		**0**	**0**	**3,291,700**	**2,841,830**	**(449,870)**	**- 13%**
Total Expenditures:		**68,004**	**233,129**	**4,422,600**	**3,945,330**	**(477,270)**	**1**

Bugle Road Construction

Department Priority:	1
Location:	Industrial Revolving Fund
Link to Other Project(s):	
Description:	Construction of Bugle Road in the North Coast Business Park
Justification:	This road is needed to further develop the remainder of the North Coast Business Park property and improve transportation access. County staff completed a grant acquisition with ODOT to fund a portion of the construction project in FY 17/18. An engineering consultant was hired to complete the engineering design for this project.
Alternatives:	Do not construct road and limit access to properties being developed
Operating Impact:	
Request Type:	○ Replacement ⦿ Addition
Request Category:	○ Building ○ Land ○ Automotive ○ Office Equipment ○ Computer ⦿ Other

Unit Quantity:	1	Total
Unit Cost:	1,000,000	1,000,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**1,000,000**	**1,000,000**

Special Projects

Department Overview

The Special Projects Fund was established in 1992-93 in order to make limited duration General Fund expenditures for capital or special projects. The resources of the fund are largely the revenues from the Oregon Department of Forestry which result from the harvest of timber in the Clatsop State Forest.
In determining whether assets should be capitalized the following criteria are used:
1. Cost is more than $5,000
2. Has a useful life of more than 1 year

Major Accomplishments

The county contracted with our current payroll provider Ceridian to go through a major payroll migration which will allow better integration between the Payroll and Human Resources systems. Additionally, this new system will also allow employee's better access to being able to make updates to their personal information and have 24/7 access to that information online.

The county was able to appropriate funds to participate in a county-wide housing study with the five incorporated cities within the county. The intent of this study is to be able to identify the types of housing needs our county has, whether those needs are affordable housing, work force housing, vacation rental housing, etc.

Budget Highlights

The requested budget reflects Special Projects appropriations totaling $3,179,960. The beginning balance estimate of $28,126,970 represents carryover of the FY 2018-19 unappropriated fund balance, unspent contingency resources, and approximately $23M in bond revenue for the construction of the new jail facility. The budgeted timber revenue projection for FY 2019-20 remains the same as FY 2018-19.

Major projects that the county hopes to have completed during the 2019-20 FY include the following:
1. Completion of the design phase of the jail remodel/addition as well as pre-construction costs for $10,500,000
2. The purchase of a jail management system software for $125,000
3. Continued development for a new park in Westport which will include a boat ramp at a cost of $80,000
4. Remodel costs in the amount of $228,000 to improve security for the area that house the Assessment & Tax offices along with the Clerk & Elections.

Contingency has been increased by $250,000 to earmark for potential opportunities for the Arch Cape Watershed.
Test.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	6,178,333	6,951,600	6,025,760	28,126,970	22,101,210	366%
Revenue From RLED	0	4,800	0	0	0	0%
Housing Study	0	50,000	0	0	0	0%
State Support	0	0	41,250	0	(41,250)	- 100%
Energy Trust Incentives	0	3,591	0	0	0	0%
Rev. Refunds & Reim.	13,321	5,500	0	0	0	0%
Voting Machine Amortization	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Jail Bond Proceeds	0	0	0	260,000	260,000	100%
Franchise Fees	15,000	15,000	15,000	15,000	0	0%
Land Sales	0	0	0	0	0	0%
Transfer From General	1,994,280	2,894,280	1,394,280	1,394,280	0	0%
Transfer from Other Funds	0	2,000	0	0	0	0%
Transfer from Public Health	13,943	2,613	260,000	0	(260,000)	- 100%
Transfer from RLED	0	0	0	0	0	0%
Interest On Investments	65,361	97,350	70,000	110,000	40,000	57%
Total Revenue:	**8,280,238**	**10,026,734**	**7,806,290**	**29,906,250**	**22,099,960**	**283%**
Total Unappropriated Budget:	**6,951,600**	**5,848,035**	**4,508,830**	**16,935,200**	**12,426,370**	**275%**
Total Budgeted Resources:	**1,328,638**	**4,178,699**	**3,297,460**	**12,971,050**	**9,673,590**	**293%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	58,355	138,527	204,600	256,050	51,450	25%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	780,283	557,772	2,114,850	11,490,870	9,376,020	443%
Transfer Out	490,000	3,482,400	478,010	474,130	(3,880)	- 0%
Contingency	0	0	500,000	750,000	250,000	50%
Total Expenditures:	**1,328,638**	**4,178,699**	**3,297,460**	**12,971,050**	**9,673,590**	**293%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Bond Fees	82-2005	0	0	0	0	0	0%
General Equipment	82-2268	0	7,576	0	0	0	0%
Contractual Services	82-2471	35,255	85,451	180,000	212,050	32,050	17%
Miscellaneous Expense	82-2929	0	10,000	0	0	0	0%
Indirect Cost Allocation	82-3210	23,100	35,500	24,600	44,000	19,400	78%
Materials & Services Totals:		**58,355**	**138,527**	**204,600**	**256,050**	**51,450**	**25%**
Capital Outlay							
Land	82-4000	0	0	0	0	0	0%
800 Exchange Remodel	82-4095	0	17,458	0	0	0	0%
Jail (CCSO) Remodel	82-4096	26,000	49,932	0	10,500,000	10,500,000	100%
Sheriff's Office Remodel	82-4097	30,300	87,733	0	0	0	0%
Emergency Operations Center	82-4098	0	0	0	0	0	0%
820 Exchange Remodel	82-4099	0	0	0	0	0	0%
Structures & Improvements	82-4100	365,793	271,290	549,000	486,170	(62,830)	- 11%
Courthouse Remodel	82-4101	0	0	0	0	0	0%
HHW Facility	82-4102	13,943	2,613	1,200,000	0	(1,200,000)	- 100%
Animal Shelter Remodel	82-4107	0	0	0	0	0	0%
Buildings	82-4108	3,714	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
County Vehicle Purchase	82-4201	75,551	29,071	82,000	133,200	51,200	62%
Police Cars	82-4216	87,073	71,052	32,000	66,000	34,000	106%
Office Equipment	82-4300	38,683	18,625	10,000	25,000	15,000	150%
Phone System	82-4301	0	0	0	0	0	0%
Misc Equipment Sheriff	82-4895	24,990	6,999	19,850	0	(19,850)	- 100%
Miscellaneous Equipment	82-4900	69,103	3,000	0	21,800	21,800	100%
Computer Equipment	82-4907	45,133	0	222,000	258,700	36,700	16%
GIS Orthophotos	82-4908	0	0	0	0	0	0%
Capital Outlay Totals:		**780,283**	**557,772**	**2,114,850**	**11,490,870**	**9,376,020**	**443%**
Transfers Out							
Transfer To General Fund	82-8001	0	3,000,000	0	0	0	0%
Trans to Other Funds	82-8165	300,000	300,000	0	0	0	0%
Transfer to Debt Service Fund	82-8435	190,000	182,400	178,010	174,130	(3,880)	- 2%
Transfer to Bond & UAL Reserve	82-8436	0	0	300,000	300,000	0	0%
Transfers Out Totals:		**490,000**	**3,482,400**	**478,010**	**474,130**	**(3,880)**	**- 0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	500,000	750,000	250,000	50%
Contingencies Totals:		**0**	**0**	**500,000**	**750,000**	**250,000**	**50%**
Total Expenditures:		**1,328,638**	**4,178,699**	**3,297,460**	**12,971,050**	**9,673,590**	**1**

CLATSOP COUNTY
SPECIAL PROJECTS REQUESTS
FISCAL YEAR 2019-20

	Account Number	Requested	Proposed	Approved	Adopted	2021	2022	2023	2024	2025
Assessment & Taxation										
County Vehicle (Fleet Replacement)	82-4201	-	-	-	-	30,000				35,000
Check Scanner	82-4300	25,000	25,000	25,000	25,000					
Subtotal Assessment & Taxation		**25,000**	**25,000**	**25,000**	**25,000**	**30,000**	**-**	**-**	**-**	**35,000**
Budget & Finance										
Performance Goals/Workload Measures	82-2471	60,000	60,000	60,000	60,000					
Subtotal Budget & Finance		**60,000**	**60,000**	**60,000**	**60,000**	**-**	**-**	**-**	**-**	**-**
Information Systems										
Training for Countywide Computer Replacement	82-2471	50,000	50,000	50,000	50,000					
Replace VMWare Servers	82-4907	30,000	30,000	30,000	30,000					
Microsoft Office Pro Plus 2019	82-4907	95,000	95,000	95,000	95,000					
Website Rebuild	82-2471	50,000	50,000	50,000	50,000					
Subtotal Information Systems		**225,000**	**225,000**	**225,000**	**225,000**	**-**	**-**	**-**	**-**	**-**
Animal Control										
Parking Lot Addition	82-4100	-	-	-	-	100,000				
Subtotal Animal Control		**-**	**-**	**-**	**-**	**100,000**	**-**	**-**	**-**	**-**
Clerk & Elections										
ES&S Software Upgrade	82-4907	8,700	8,700	8,700	8,700					
Subtotal Clerk & Elections		**8,700**	**8,700**	**8,700**	**8,700**	**-**	**-**	**-**	**-**	**-**
District Attorney										
Courthouse Basement Storage Room	82-4900	21,800	21,800	21,800	21,800					
Subtotal District Attorney		**21,800**	**21,800**	**21,800**	**21,800**	**-**	**-**	**-**	**-**	**-**
Juvenile Department										
Juvenile Department Car	82-4201	30,000	30,000	30,000	30,000					
Subtotal Juvenile Department		**30,000**	**30,000**	**30,000**	**30,000**	**-**	**-**	**-**	**-**	**-**
Building Codes										
Building Codes Inspection Vehicle (Fleet Replacement)	82-4201						30,000	31,000	32,000	33,000
Subtotal Building Codes		**-**	**-**	**-**	**-**	**-**	**30,000**	**31,000**	**32,000**	**33,000**
Planning Division										
Code Enforcement Vehicle	82-4201	27,000	27,000	27,000	27,000					
Code Medernization and Comp Plan Update:services	82-2471	15,000	15,000	15,000	15,000	46,150	12,350			
Code Medernization and Comp Plan Update:meetings	82-2471	2,550	2,550	2,550	2,550					
Code Medernization and Comp Plan Update:advertising	82-2471	29,500	29,500	29,500	29,500					
Code Medernization and Comp Plan Update:postage	82-2471	5,000	5,000	5,000	5,000					
Subtotal Planning Division		**79,050**	**79,050**	**79,050**	**79,050**	**46,150**	**12,350**	**-**	**-**	**-**
Building and Grounds										
800 Exchange Building - Elevator Shaft Repair	82-4100	38,170	38,170	38,170	38,170					
A & T Security Upgrade	82-4100	228,000	228,000	228,000	228,000					
Sheriff Office Painting	82-4100	15,000	15,000	15,000	15,000					
Animal Shelter Painting	82-4100	25,000	25,000	25,000	25,000					
Courthouse - Clean/Seal Brick	82-4100	25,000	25,000	25,000	25,000					
820 Computer/Electrical Room Air Conditioning	82-4100	10,000	10,000	10,000	10,000					
ADA Restroom Upgrade Courtroom 300	82-4100					25,000	-	-	-	-
Riding Lawn Mower/Sweeper	82-4100					22,650	-	-	-	-
Emergency repairs to County Facilities	82-4100	50,000	50,000	50,000	95,000	50,000	50,000	50,000	50,000	50,000
HVAC Replacement 800 Exchange	82-4100					78,000				
HVAC Replacement Boyington	82-4100	-	-	-	-	33,700				
B&G Work Van	82-4201	46,200	46,200	46,200	46,200					
Subtotal Building and Grounds		**437,370**	**437,370**	**437,370**	**482,370**	**209,350**	**50,000**	**50,000**	**50,000**	**50,000**

Parks Maintenance										
Park Development - Westport	82-4100					-	500,000	-	-	-
Park Development - Westport Boat Ramp	82-4100	50,000	50,000	50,000	50,000					
Park Development - Clatsop County Vehicle	82-4201	30,000	30,000	30,000	30,000					
Subtotal Parks Maintenance		**80,000**	**80,000**	**80,000**	**80,000**	**-**	**500,000**	**-**	**-**	**-**
Sheriff's										
Patrol Vehicle	82-4216					45,000	90,000	45,000	45,000	-
Marine Patrol Truck	82-4216							50,000		
Workcrew Truck	82-4216						150,000			-
Corrections Administrative Vehicle	82-4216	27,000	27,000	27,000	27,000	-		-	-	-
Jail Relocation - Remodel/Addition	82-4096	10,500,000	10,500,000	10,500,000	10,500,000	12,500,000				
Jail Management System	82-4907	125,000	125,000	125,000	125,000	-	-	-	-	-
Subtotal Sheriff's		**10,652,000**	**10,652,000**	**10,652,000**	**10,652,000**	**12,545,000**	**240,000**	**95,000**	**45,000**	**-**

		Requested	Proposed	Approved	Adopted	2021	2022	2023	2024	2025
Indirect Costs	82-3210	44,000	44,000	44,000	44,000	55,000	50,000	45,000	45,000	45,000
Transfer to Debt Service Fund	82-8435	174,130	174,130	174,130	174,130	170,300	166,300	162,500	158,600	155,100
PERS Reserve Transfer	82-8436	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Appropriation For Contin. (Fleet Replacement)	82-9900	-	-	-	-	-	-	-	-	-
Appropriation For Contin.	82-9900	500,000	500,000	500,000	750,000	500,000	500,000	500,000	500,000	500,000
Special Projects 100/2000 Total		**12,637,050**	**12,637,050**	**12,637,050**	**12,932,050**	**13,955,800**	**1,818,650**	**1,152,500**	**1,098,600**	**1,085,100**
Fleet Replacement 100/2002 Total		**-**	**-**	**-**	**-**	**-**	**30,000**	**31,000**	**32,000**	**33,000**
GRAND TOTALS		**12,637,050**	**12,637,050**	**12,637,050**	**12,932,050**	**13,955,800**	**1,848,650**	**1,183,500**	**1,130,600**	**1,118,100**

	Account Number	Requested	Proposed	Approved	Adopted	2021	2022	2023	2024	2025
Summary by line item:										
(PC Equipment)	82-2455	-	-	-	-	-	-	-	-	-
(Contractual Services)	82-2471	212,050	212,050	212,050	212,050	46,150	12,350	-	-	-
(Indirect Cost Allocation)	82-3210	44,000	44,000	44,000	44,000	55,000	50,000	45,000	45,000	45,000
(Jail (CCSO) Remodel)	82-4096	10,500,000	10,500,000	10,500,000	10,500,000	12,500,000	-	-	-	-
(Structures & Improvements)	82-4100	441,170	441,170	441,170	486,170	309,350	550,000	50,000	50,000	50,000
(Household Hazardous Waste Facility)	82-4102	-	-	-	-	-	-	-	-	-
(Automotive Equipment)	82-4200	-	-	-	-	-	-	-	-	-
(County Vehicle Purchase)	82-4201	133,200	133,200	133,200	133,200	30,000	30,000	31,000	32,000	68,000
(Sheriff Automobiles)	82-4216	27,000	27,000	27,000	27,000	45,000	240,000	95,000	45,000	-
(Office Equipment)	82-4300	25,000	25,000	25,000	25,000	-	-	-	-	-
(Misc Equipment Sheriff)	82-4895	-	-	-	-	-	-	-	-	-
(Misc Equipment)	82-4900	21,800	21,800	21,800	21,800	-	-	-	-	-
(Computer Equipment)	82-4907	258,700	258,700	258,700	258,700	-	-	-	-	-
(Debt Service)	82-8435	174,130	174,130	174,130	174,130	170,300	166,300	162,500	158,600	155,100
(PERS Reserve)	82-8436	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
(Approp. For Conting.)	82-9900	500,000	500,000	500,000	750,000	500,000	500,000	500,000	500,000	500,000
		12,637,050	**12,637,050**	**12,637,050**	**12,932,050**	**13,955,800**	**1,848,650**	**1,183,500**	**1,130,600**	**1,118,100**
		-	-	-	-	-	-	-	-	-

General Fund 001 - Assessment & Taxation (Org ID: 1150)

Check Scanner-Property Tax Remittance Equipment

Department Priority:	1
Location:	820 Exchange St Suite 210
Link to Other Project(s):	
Description:	Purchase of Check Scanner-Property Tax Remittance Equipment would allow the A&T department to process in-house the scanning of checks and payment coupons for property tax accounts.
Justification:	This process has been contracted for many years to US Bank's Lockbox Processing Center. US bank will no longer offer this service after December 31, 2019.
Alternatives:	Find another lockbox provider.
Operating Impact:	The annual cost for US Bank Lockbox has averaged $8000-$10000. The estimated annual maintenance cost for the scanners will be $2500.
Request Type:	○ Replacement ◉ Addition
Request Category:	○ Building ○ Land ○ Automotive ◉ Office Equipment ○ Computer ○ Other

		Total
Unit Quantity:	2	
Unit Cost:	12,500	25,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**12,500**	**25,000**

General Fund 001 - Budget & Finance (Org ID: 1625)

Performance Goals/Workload Measures

Department Priority:	1
Location:	800 Exchange Suite 310
Link to Other Project(s):	N/A
Description:	Performance Goal/Workload Measure development
Justification:	The county budget process needs to have better coordination between the budgeted resources and the performance/workload measures. This is an ongoing comment from GFOA reviewers of the county's budget document as well as a request from the Board of Commissioners.
Alternatives:	Continue to use the existing measures departments have and make internal adjustments.
Operating Impact:	While it may not directly increase or decrease expenditures, going through this process will hopefully create more efficient use of the budgeted resources.
Request Type:	○ Replacement ◉ Addition
Request Category:	○ Building ○ Land ○ Automotive ○ Office Equipment ○ Computer ◉ Other

		Total
Unit Quantity:	1	
Unit Cost:	60,000	60,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**60,000**	**60,000**

ES&S Software Upgrade

Department Priority:	1
Location:	Clerk & Elections
Link to Other Project(s):	
Description:	DS850 Ballot Tallying Software/Hardware updgrade to add write-in tool and adjudication of ballots.
Justification:	Current ES&S DS850 has been working wonderfully. This is an upgrade to the reporting software and adds a write-in tool and adjudication of the ballots. This will keep the original integrity of the ballot. This will allow us to tally write-ins without handling the physical ballot many times over. This will also allow digital adjudication of the ballots to capture voter intent without marking the physical ballot. This upgrade has been certified by the Secretary of State and follows federal voting system guidelines. Funds in the Vote Counting Maching Replacement Trust Account can be used to offset the cost of the upgrade.
Alternatives:	Continue to us the DS850 as is and continue to make ballots physically machine readable by marking the ballots.
Operating Impact:	$615 additional yearly Software license fee increase to current operation costs; savings will be realized in length of time spent to adjudicate ballots.
Request Type:	○ Replacement ◉ Addition
Request Category:	○ Building ○ Land ○ Automotive ○ Office Equipment ◉ Computer ○ Other

Unit Quantity:	1	Total
Unit Cost:	5,686	5,686
Installation Fee:	3,000	3,000
Trade in Credit:	0	0
Net Cost:	**8,686**	**8,686**

Microsoft Office Pro Plus 2019

Department Priority:	1
Location:	CountyWide
Link to Other Project(s):	Computer Replacement
Description:	Purchase licenses of Office Pro Plus 2019
Justification:	The office suite the County currently uses is MS Office 2010. This product is out of date and will not be supported after 2020. The 2 options available at this time through Microsoft are Office 2019 pro plus, and office 365 pro plus. Office 365 pro plus is a subscription based product and it is considerably more expensive. For the County needs, there are not any benefits to justify the additional cost. Maintaining licensing with office 2019 will require much less staff time than office 365 because volume licensing is still available with Office 2019
Alternatives:	Remain with MS Office 2010, an out of date product with which we could run into compatibility issues. Convert to office 365, the latest Microsoft office suite that is a subscription based product.
Operating Impact:	None, this will be a one time purchase, with the goal of using this product for the next 6 years.
Request Type:	◉ Replacement ○ Addition
Request Category:	○ Building ○ Land ○ Automotive ○ Office Equipment ◉ Computer ○ Other

		Total
Unit Quantity:	252	
Unit Cost:	377	95,004
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**377**	**95,004**

Training for Countywide computer replacement

Department Priority:	2
Location:	CountyWide
Link to Other Project(s):	Computer Replacement
Description:	Training for office 2019 and Windows 10 in relation to the 2019-2020 Countywide computer upgrade.
Justification:	Upon deployment of new computers in 2019-2020, a new operating system and new office suite will be introduced to County Staff. There will be enough differences between the existing software and the new software that training will be needed to keep County employees comfortable and productive. Training needs to be provided when they receive their new computers.
Alternatives:	Do not provide training.
Operating Impact:	Providing training on the new software will reduce the time needed to get employees back to full productivity after the computer replacement.
Request Type:	◉ Replacement ○ Addition
Request Category:	○ Building ○ Land ○ Automotive ○ Office Equipment ◉ Computer ○ Other

		Total
Unit Quantity:	1	
Unit Cost:	50,000	50,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**50,000**	**50,000**

Replace VMWare servers

Department Priority:	3
Location:	820 Exchange
Link to Other Project(s):	
Description:	Replace the currently deployed VMWare servers with new servers.
Justification:	The current servers are 5 years old and have been solid for those 5 years. In order to maintain reliability and keep up with demand, they should be updated every 4-5 years. New Servers would ensure reliability, improve performance, and allow current technologies to be leveraged.
Alternatives:	Remain with the current servers, this comes with the risk of potential hardware failures due to aging equipment.
Operating Impact:	NA
Request Type:	(•) Replacement ( ) Addition
Request Category:	( ) Building ( ) Land ( ) Automotive ( ) Office Equipment (•) Computer ( ) Other

Unit Quantity:	3	Total
Unit Cost:	10,000	30,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**10,000**	**30,000**

Website rebuild

Department Priority:	4
Location:	
Link to Other Project(s):	
Description:	The Board of commissioners would like a new website built.
Justification:	Board of Commissioners request.
Alternatives:	1. Stay with the current website. 2. Address content and department page maintenance but leave the current structure and setup in place.
Operating Impact:	Significant staff time will need to be allocated to replace the website. It is a process that involves creating an RFP, evaluating the submitted RFP's, interviewing the top RFP responses, working with the selected Contractor for 3-12 months to develop a site and convert content on the existing site to the new site.
Request Type:	(•) Replacement ( ) Addition
Request Category:	( ) Building ( ) Land ( ) Automotive ( ) Office Equipment (•) Computer ( ) Other

Unit Quantity:	1	Total
Unit Cost:	50,000	50,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**50,000**	**50,000**

Urgent Repairs

Department Priority:	1
Location:	General Fund Buildings
Link to Other Project(s):	
Description:	Funds set aside for emergency or urgent repairs on County Facilities.
Justification:	Every year there are unanticipated repairs and projects on County Facilities.
Alternatives:	Do a budget adjustment when we have an emergency.
Operating Impact:	
Request Type:	⦿ Replacement ○ Addition
Request Category:	⦿ Building ○ Land ○ Automotive ○ Office Equipment ○ Computer ○ Other

Unit Quantity:	1	Total
Unit Cost:	95,000	95,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**95,000**	**95,000**

Elevator shaft repair and rail attachment upgrade

Department Priority:	2
Location:	800 Exchange Street
Link to Other Project(s):	
Description:	Repair elevator rail attachments and repair failing plaster in the elevator shaft.
Justification:	Several of the elevator guide rail attachments are lose and the plaster is failing as the building has settled over the years.
Alternatives:	None
Operating Impact:	N/A
Request Type:	⦿ Replacement ○ Addition
Request Category:	⦿ Building ○ Land ○ Automotive ○ Office Equipment ○ Computer ○ Other

Unit Quantity:	1	Total
Unit Cost:	33,170	33,170
Installation Fee:	5,000	5,000
Trade in Credit:	0	0
Net Cost:	**38,170**	**38,170**

A&T and Clerk Security Upgrade

Department Priority:	3
Location:	820 Exchnage
Link to Other Project(s):	
Description:	Security remodel for the public counter area of A&T and Clerk, including windows and stations for employee and public use.
Justification:	Ongoing security concerns for open public counter in a changing world.
Alternatives:	None
Operating Impact:	Security estimate included.
Request Type:	(●) Replacement ( ) Addition
Request Category:	(●) Building ( ) Land ( ) Automotive ( ) Office Equipment ( ) Computer ( ) Other

Unit Quantity:	1000	Total
Unit Cost:	228	228,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**228**	**228,000**

Van - Vehicle

Department Priority:	4
Location:	
Link to Other Project(s):	
Description:	Ford Transit 350 Cargo Van. With load protection and trailer towing. Long wheel base, high roof and dual sliding doors. Lift gate as an added item.
Justification:	The current van that B&G uses was purchased in 2003 and was a used 2002 carge van. The new van would allow our staff to stand inside and would be bigger to allow more room for transporting furnitue and building materials. The lift gate would assist in lifting heavy items and make it safer for our crews.
Alternatives:	Keep existing van and wait another year. We had listed this last year as a future request.
Operating Impact:	
Request Type:	(●) Replacement ( ) Addition
Request Category:	( ) Building ( ) Land (●) Automotive ( ) Office Equipment ( ) Computer ( ) Other

Unit Quantity:	1	Total
Unit Cost:	46,200	46,200
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**46,200**	**46,200**

Sheriff Office Painting

Department Priority:	5
Location:	Sheriff Office Painting, Exterior
Link to Other Project(s):	
Description:	Clean, caulk and paint the exterior of the Sheriffs office on Warrenton
Justification:	The building was built in 2006 and has not been painted since then, except for the lobby addition we did on the front on 2016.
Alternatives:	
Operating Impact:	
Request Type:	(●) Replacement ( ) Addition
Request Category:	(●) Building ( ) Land ( ) Automotive ( ) Office Equipment ( ) Computer ( ) Other

Unit Quantity:	1	Total
Unit Cost:	15,000	15,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**15,000**	**15,000**

Paint Animal Shelter

Department Priority:	6
Location:	1315 SE 19th Warrenton
Link to Other Project(s):	
Description:	Paint exterior of Animal Shelter
Justification:	Building was built 20 years ago the metal siding is fading and the soffits need to be repainted.
Alternatives:	
Operating Impact:	
Request Type:	(●) Replacement ( ) Addition
Request Category:	(●) Building ( ) Land ( ) Automotive ( ) Office Equipment ( ) Computer ( ) Other

Unit Quantity:	1	Total
Unit Cost:	25,000	25,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**25,000**	**25,000**

Clean and Seal Brick at Courthouse

Department Priority:	7
Location:	Courthouse
Link to Other Project(s):	
Description:	Clean and seal exterior of courthouse. With focus on the lower section with the sandstone, that is starting to fail.
Justification:	It has been nearly 20 years since the sandstone was cleaned and sealed.
Alternatives:	
Operating Impact:	
Request Type:	(●) Replacement ( ) Addition
Request Category:	(●) Building ( ) Land ( ) Automotive ( ) Office Equipment ( ) Computer ( ) Other

Unit Quantity:	1	Total
Unit Cost:	25,000	25,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**25,000**	**25,000**

Air Conditioning 820 Computer / Electrical room

Department Priority:	8
Location:	820 Exchagne St.
Link to Other Project(s):	
Description:	Add Air Conditioning system to the computer room at 820 Exchange street. IT has added several new servers, and switches to this room, at times the room is to hot.
Justification:	Need to keep the equipment cool, to allow the network and data equipment to function correctly for the staff in the 820 Exchange building.
Alternatives:	Continue to use the temporary cooler, and have some times when it is to hot in the room.
Operating Impact:	
Request Type:	(●) Replacement ( ) Addition
Request Category:	(●) Building ( ) Land ( ) Automotive ( ) Office Equipment ( ) Computer ( ) Other

Unit Quantity:	1	Total
Unit Cost:	10,000	10,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**10,000**	**10,000**

Westport boat ramp development

Department Priority:	1
Location:	Westport County Park
Link to Other Project(s):	
Description:	The Parks Department is requesting funding to continue the permitting process and improvements to the Westport County Park boat ramp. We did receive a grant from the Oregon State Marine Board for the hiring of a consultant to assist with the permitting process and to pay for the development fees associated with the permit during the FY 18-19 budget period. This project is still ongoing and will continue into the FY19-20 budget period due to the long permitting process. The Parks Department is requesting $50,000 to fund the remaining part of the grant and permitting process.
Justification:	This site development is a high priority in the Clatsop County 2006 Parks Master Plan, as well as the Oregon State Marine Boards for boat ramp development. The Parks Recreational Lands Planning and Advisory Committee approves of this project. This project was approved and funded in the FY18-19 budget cycle. This request is to continue the funding of the project for items that were not completed during the last budget cycle due to the complexity of the project and the long permitting process.
Alternatives:	Look for other funding sources to complete the permitting project that is currently underway.
Operating Impact:	The operating impact is the public boaters that are currently trying to use this facility boat ramp and day-use area. The site has many safety issues with the docks and ramp. The site needs to be improved or closed.
Request Type:	◉ Replacement ○ Addition
Request Category:	○ Building ○ Land ○ Automotive ○ Office Equipment ○ Computer ◉ Other

Unit Quantity:	1	Total
Unit Cost:	50,000	50,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**50,000**	**50,000**

Parks Vehicle Replacement

Department Priority:	2
Location:	Clatsop County Parks
Link to Other Project(s):	
Description:	The Parks Department is requesting funding for the replacement of its 1998 Ford F-150 pickup truck. The vehicle currently has 117,000 miles on it. Over the past few the years vehicles maintenance costs have been rising and recently the vehicle has been showing signs of transmission issues. This vehicle is used for the maintenance and up keep up the parks, and is used by the Natural Resources Manage and Parks Staff Assistant for transportation to meetings and other parks related business.
Justification:	This vehicle is used on a daily basis especially during the summer months for completing parks maintenance items, parks supply deliveries, and office runs to the county building.
Alternatives:	To continue the use of the 1998 Ford and pay the increasing maintenance cost, as well as dealing with the logistics and lost work time without a vehicle.
Operating Impact:	If the vehicle is out of commission due to failures, or in the shop for repairs, we will have to look to Public Works to borrow a vehicle during that time. Using or borrowing one of the Road Crew vehicles during the summer months would lead to schedule conflicts as they use their entire fleet of vehicles to complete their own scheduled maintenance.
Request Type:	◉ Replacement ○ Addition
Request Category:	○ Building ○ Land ◉ Automotive ○ Office Equipment ○ Computer ○ Other

		Total
Unit Quantity:	1	
Unit Cost:	30,000	30,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**30,000**	**30,000**

District Attorney's Office Storage

Department Priority:	1
Location:	Courthouse basement storage room
Link to Other Project(s):	N/A
Description:	Mobile storage shelving for the criminal division of the District Attorney's Office.
Justification:	The district attorney's office has storage boxes containing closed files and records in 5 different locations, including 4 locations in the courthouse and in the old jail. There is a variety of storage requirements per the state archives division records retention schedule that we must follow. Most of the storage is in the courthouse basement in 2 rooms with limited shelving. Boxes are stacked higher than they should be, making it difficult and dangerous to retrieve files which is done often, and risks injury to staff. The department is seeking its own dedicated storage space with functional mobile shelving that will increase the amount of storage space available in one location. Movable storage shelving has been in use in the Boyington Building and the Sheriff's Office for several years. Some of the oldest storage boxes are murder cases and are stored in the old jail which has incurred leaks in the roof, causing damage to boxes in the past. The boxes stored in the old jail are difficult to get to with the Film Museum occupying the building. The DA's Office was notified in April 2018 that we will need to vacate our storage from the old jail building entirely to allow the Historical Society to lease the entire building though that has not yet happened.
Alternatives:	Continue with storing boxes in 5 locations and incurring possible risk of injury and loss of productivity with the time it currently takes to locate and retrieve files.
Operating Impact:	No anticipated ongoing costs after purchase. It will improve staff's ability to retrieve files in a more efficient, safe and timely manner.
Request Type:	○ Replacement ◉ Addition
Request Category:	○ Building ○ Land ○ Automotive ◉ Office Equipment ○ Computer ○ Other

Unit Quantity:	1	Total
Unit Cost:	21,800	21,800
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**21,800**	**21,800**

General Fund 001 - Sheriff Corrections Division (Org ID: 2300)

Clatsop County Jail Relocation

Department Priority:	1
Location:	SE 19th Street, Warrenton OR
Link to Other Project(s):	
Description:	In November of 2018 voters approved a $20M bond to relocate the County Jail Facilities to the current OYA facility in Warrenton. The relocation would consist of remodeling a portion of the existing OYA facility as well as adding on additional pods that would increase overall county jail bed capacity to a minimum of 148 beds.
Justification:	The county has outgrown the existing 60 bed jail and has to regularly release inmates due to overcrowding. The voters approved this bond to see the larger facility be built.
Alternatives:	N/A
Operating Impact:	The potential increase to the annual operations budget is approximately $1M per year as a result of increased staff, inmate food and medical, as well as utility costs. THe overall construction costs associated with the project is approx. $23M but some costs are incurred in the 2018/19 FY as well as the 2020/21 FY.
Request Type:	⦿ Replacement ○ Addition
Request Category:	⦿ Building ○ Land ○ Automotive ○ Office Equipment ○ Computer ○ Other

		Total
Unit Quantity:	1	
Unit Cost:	10,500,000	10,500,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**10,500,000**	**10,500,000**

General Fund 001 - Sheriff Criminal Division (Org ID: 2200)

Staff Car

Department Priority:	1
Location:	Sheriff's Office
Link to Other Project(s):	None
Description:	Staff car for Support Division use and use for out of county training and travel
Justification:	The current vehicle is a 2005 Chevy Impala with over 130,000 miles. The vehicle is experiencing mechanical issues that will be costly to repair. There is a need for an all wheel drive vehicle for travel during inclement weather, especially for Criminal and Corrections deputies traveling to the Police Academy. RLED will purchase an additional vehicle for detective use.
Alternatives:	Maintain the current vehicle with increased maintenance costs.
Operating Impact:	None
Request Type:	⦿ Replacement ○ Addition
Request Category:	○ Building ○ Land ⦿ Automotive ○ Office Equipment ○ Computer ○ Other

		Total
Unit Quantity:	1	
Unit Cost:	24,000	24,000
Installation Fee:	3,000	3,000
Trade in Credit:	0	0
Net Cost:	**27,000**	**27,000**

Jail Management System

Department Priority:	1
Location:	Clatsop County Jail
Link to Other Project(s):	Clatsop County Jail Remodel
Description:	Purchase a new jail management software system to operate the jail.
Justification:	The current jail management program, built by the county around they year 2000, doesn't meet today's needs. For example, there is no report to tell us how many males and females were booked in. We cannot pull a report showing which cells an inmate was housed in over time, without doing a manual search. There isn't a report which shows us the daily population over a period of time. The current program doesn't integrate other systems used in the jail such as commissary, phones and fingerprinting. The current program doesn't track inmate discipline or behavior, which is currently done on separate word documents. The new JMS would integrate several programs into one platform, which would make deputy time more efficient. The new program would also create meaningful reports on the inmate population so trends could be identified to better manage the jail as a resource. It will be important to have staff trained on the new software prior to opening the new facility. Additionally, a cost savings can be realized now as the price is related to the size of the facility. Cost for a 60 bed facility is substantially less than a 148 bed facility and there will be no additional fee to us when we move to a new jail.
Alternatives:	Continue with current jail management system.
Operating Impact:	A new jail management system will create efficiencies in staff time, reduce errors, improve inmate management and provide meaningful report to understand the dynamics within the jail.
Request Type:	◉ Replacement ○ Addition
Request Category:	○ Building ○ Land ○ Automotive ○ Office Equipment ○ Computer ◉ Other

Unit Quantity:	1	Total
Unit Cost:	85,000	85,000
Installation Fee:	40,000	40,000
Trade in Credit:	0	0
Net Cost:	**125,000**	**125,000**

General Fund 001 - Planning Division (Org ID: 2700)

CODE COMPLIANCE SPECIALIST VEHICLE

Department Priority:	2
Location:	COMMUNITY DEVELOPMENT
Link to Other Project(s):	CODE ENFORCEMENT
Description:	Purchase a vehicle for a second code compliance specialist.
Justification:	After a more than 3-year hiatus, the county has revived its code enforcement program. For a variety of reasons, including lack of enforcement for several years, the County continues to receive new complaints from all areas of the county. In order to provide increased coverage and decreased response times, staff is requesting funds in FY 19/20 to hire a second code compliance specialist.
Alternatives:	Do not purchase a second vehicle and have the two code compliance specialists split their time in the field utilizing only the one vehicle. This would effectively negate the purpose of hiring a second code compliance specialist, as the current specialist is in the field each working day.
Operating Impact:	This woudl increase costs for vehicle maintenance, insurance and fuel. However, the County would be able to provide enhanced service for residents who have filed code complaints.
Request Type:	○ Replacement ◉ Addition
Request Category:	○ Building ○ Land ◉ Automotive ○ Office Equipment ○ Computer ○ Other

Unit Quantity:	1	Total
Unit Cost:	27,000	27,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**27,000**	**27,000**

General Fund 001 - Juvenile Department (Org ID: 2340)

Juvenile Vehicle

Department Priority:	0
Location:	800 Exchange
Link to Other Project(s):	
Description:	Purchase of a new vehicle to replace the department's Subaru Wagon
Justification:	This would replace the Department's Subaru Wagon that is over 20 years old and have approximately 98,000 miles. This will provide the Department and the County with another vehicle that is trustworthy in making medium to long range trips in the course of County business.
Alternatives:	Continue to spend funds on repairs.
Operating Impact:	
Request Type:	◉ Replacement ○ Addition
Request Category:	○ Building ○ Land ◉ Automotive ○ Office Equipment ○ Computer ○ Other

Unit Quantity:	1	Total
Unit Cost:	30,000	30,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**30,000**	**30,000**

COMPREHENSIVE PLAN UPDATE

Department Priority:	1
Location:	COMMUNITY DEVEOPMENT
Link to Other Project(s):	
Description:	CONTRACTUAL SERVICES - LAND USE PLANNING: $15,000 As-needed technical assistance associated with the comprehensive plan update. It is anticipated that additional hours may be required from CREST, in addition to the 60 hours the County receives through its IGA. The additional time would be needed to update the coastal shoreland maps, which were originally created in 1983. The maps have not been updated or digitized since that time. MEETINGS/HOSTING: $2,550: Costs to provide coffee and water at community meetings. ADVERTISING: $29,500: Paid advertisements, printed flyers; printed mailings and public notices. POSTAGE: $5000 for required notices
Justification:	The County's comprehensive plan dates back to the late 1970s. While the comp plan has been amended piecemeal over the years, much of the information is out-of-date. For example, the coastal shoreland maps in Goals 16/17, were originally created in 1983. The maps have not been updated or digitized since that time. The paper copies are now quite fragile and are difficult to read and interpret.
Alternatives:	Continue to use the documents in the current form, regardless of whether the now 40-year old goals and policies continue to reflect the desires of the residents and business owners in the county.
Operating Impact:	Updated out-dated codes will assist staff in implementing the community's desired goals and outcomes. Modernizing and updating documents results in better ease of use for residents, the development community and staff.
Request Type:	◉ Replacement ○ Addition
Request Category:	○ Building ○ Land ○ Automotive ○ Office Equipment ○ Computer ◉ Other

Unit Quantity:	1	Total
Unit Cost:	52,050	52,050
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**52,050**	**52,050**

Fleet Replacement

Department Overview

County departments have aging fleet vehicles that are in need of replacing, this org unit was created so that departments may build up a reserve account for future fleet vehicle purchases. The goal of this org unit is to help alleviate some of the burden departments face with having to come up with the resources in a single year for a vehicle purchase.

Budget Highlights

The Building Codes Department budgets a transfer into the Fleet Replacement fund on an annual basis based on the mileage driven by the department in order to plan for future replacement vehicles. Any additional revenue transferred into this fund will go toward each respective department's contingency, this will allow the department to build a reserve for an additional vehicle purchase in subsequent fiscal years.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	22,301	24,483	57,680	0	(57,680)	- 100%
Transfer from A&T	24,833	23,223	0	0	0	0%
Transfer from Building Codes	28,080	33,200	32,900	22,000	(10,900)	- 33%
Total Revenue:	**75,214**	**80,906**	**90,580**	**22,000**	**(68,580)**	**- 75%**
Total Unappropriated Budget:	**24,483**	**57,788**	**0**	**22,000**	**22,000**	**0%**
Total Budgeted Resources:	**50,731**	**23,119**	**90,580**	**0**	**(90,580)**	**- 100%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	50,731	23,119	28,000	0	(28,000)	- 100%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	62,580	0	(62,580)	- 100%
Total Expenditures:	**50,731**	**23,119**	**90,580**	**0**	**(90,580)**	**- 100%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Fleet Vehicle Use	82-2921	0	0	0	0	0	0%
Materials & Services Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
County Vehicle Purchase	82-4201	50,731	23,119	28,000	0	(28,000)	- 100%
Police Cars	82-4216	0	0	0	0	0	0%
Capital Outlay Totals:		**50,731**	**23,119**	**28,000**	**0**	**(28,000)**	**0%**
Contingencies							
Appropriation for Contin.	82-9900	0	0	62,580	0	(62,580)	- 100%
Contingencies Totals:		**0**	**0**	**62,580**	**0**	**(62,580)**	**0%**
Total Expenditures:		**50,731**	**23,119**	**90,580**	**0**	**(90,580)**	**(1)**

Equipment Replacement

Mission Statement

A separate fund for the purposes of budgeting and purchasing Public Works Road Division equipment.

Department Overview

This fund was created to allow for replacement of equipment as necessary and scheduled under the Public Works equipment replacement schedule. This schedule was designed so that equipment will be replaced at the point in its cycle when it is most cost-effective.

Major Accomplishments

Purchased a Gradall, Paint striper and F350 Pickup.

Budget Highlights

This budget includes the purchase of a Bucket Truck to replace a 1999 machine that is having serious mechanical problems, a Chip Spreader to replace a 1995 machine that has major mechanical issues and has already been rebuilt once, and a Base Compactor to replace a 2002 machine that has become unreliable and causes project downtime.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	5,054	14,060	38,860	51,100	12,240	31%
Interest On Investments	1,974	2,764	2,900	2,900	0	0%
Transfer From Gen Roads	390,110	476,620	474,040	551,900	77,860	16%
Total Revenue:	**397,139**	**493,444**	**515,800**	**605,900**	**90,100**	**17%**
Total Unappropriated Budget:	**14,060**	**36,064**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**383,079**	**457,380**	**515,800**	**605,900**	**90,100**	**17%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	700	700	800	900	100	12%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	382,379	456,680	515,000	605,000	90,000	17%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**383,079**	**457,380**	**515,800**	**605,900**	**90,100**	**17%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Indirect Cost Allocation	82-3210	700	700	800	900	100	12%
Misc Other Charges	82-3212	0	0	0	0	0	0%
Materials & Services Totals:		**700**	**700**	**800**	**900**	**100**	**12%**
Capital Outlay							
Automotive Equipment	82-4200	382,379	456,680	515,000	605,000	90,000	17%
Capital Outlay Totals:		**382,379**	**456,680**	**515,000**	**605,000**	**90,000**	**17%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	0	0	0	0%
Contingencies Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**383,079**	**457,380**	**515,800**	**605,900**	**90,100**	**1**

CLATSOP COUNTY
EQUIPMENT REPLACEMENT REQUESTS
FISCAL YEAR 2019-20

	Account Number	Requested	Proposed	Approved	Adopted	2021	2022	2023	2024	2025
Equipment Replacement Fund										
Bucket Truck	82-4200	150,000	150,000	150,000	150,000	-	-	-	-	-
Base Compactor	82-4200	160,000	160,000	160,000	160,000	-	-	-	-	-
Chip Spreader	82-4200	295,000	295,000	295,000	295,000	-	-	-	-	-
Vactor Truck	82-4200	-	-	-	-	200,000	-	-	-	-
Loader - Knappa District		-	-	-	-	180,000	-	-	-	-
Tractor/Mower	82-4200	-	-	-	-	180,000	-	-	-	-
Flat Bed P/U Truck	82-4200	-	-	-	-	50,000	-	-	-	-
Hook Lift		-	-	-	-	-	260,000	-	-	-
Pick-up	82-4200	-	-	-	-	-	50,000	-	-	-
IT Loader		-	-	-	-	-	180,000	-	-	-
F350 Flatbed	82-4200	-	-	-	-	-	-	40,000	-	-
10-12 Yard Dump Truck	82-4200	-	-	-	-	-	-	150,000	-	-
Gradall	82-4200	-	-	-	-	-	-	385,000	-	-
Subtotal Equipment Replacement		**605,000**	**605,000**	**605,000**	**605,000**	**610,000**	**490,000**	**575,000**	**-**	**-**
GRAND TOTALS		**605,000**	**605,000**	**605,000**	**605,000**	**610,000**	**490,000**	**575,000**	**-**	**-**

Bucket Truck

Department Priority:	1
Location:	Public Works Department
Link to Other Project(s):	
Description:	Bucket Truck to replace 1999 GMC #244
Justification:	The bucket truck is needed to perform mainly tree trimming operations throughout the County. The truck is experiencing many mechanical failures and is getting past its life expectancy in hours operated. Mileage on these types of trucks is usually low and hours high. The current truck has 25,736 miles and 5,083 hours and required 87 shop hours and $6,850 in maintenance/repairs in the last two years. It is limited in reach and ability to get under or over wires. The new truck will be an upgrade that will give us better mobility, better emissions and a boom that will expand its use to work on bridges.
Alternatives:	Continue to use current machine.
Operating Impact:	
Request Type:	⦿ Replacement ○ Addition
Request Category:	○ Building ○ Land ⦿ Automotive ○ Office Equipment ○ Computer ○ Other

Unit Quantity:	1	Total
Unit Cost:	175,000	175,000
Installation Fee:	0	0
Trade in Credit:	25,000	25,000
Net Cost:	**150,000**	**150,000**

Chip Spreader

Department Priority:	2
Location:	Public Works Department
Link to Other Project(s):	
Description:	New chip spreader to replace 1995 Etnyre #226
Justification:	To replace a machine that has already been rebuilt one time and needs to be replaced . This is a seasonal piece of equipment used to surface our roads. The hours may seem low but this machine's operation is in a very harsh environment. It places rock uniformly on a road to provide a surface. The existing machine is beyond its life expectancy and prone to breakdowns. It has 1420 hours and required 150 shop hours and $13,217 in maintenance/repairs in the last 2 years.
Alternatives:	Continue with current machine.
Operating Impact:	
Request Type:	⦿ Replacement ○ Addition
Request Category:	○ Building ○ Land ⦿ Automotive ○ Office Equipment ○ Computer ○ Other

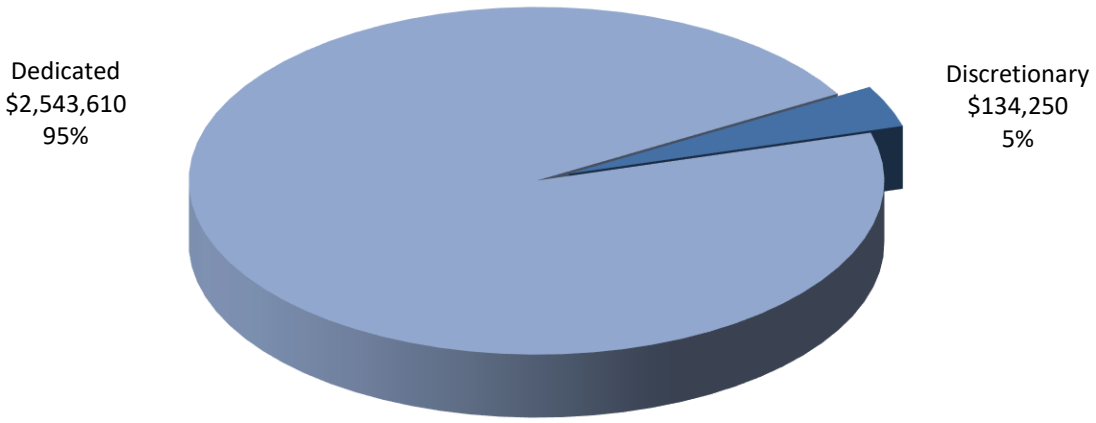
Unit Quantity:	1	Total
Unit Cost:	320,000	320,000
Installation Fee:	0	0
Trade in Credit:	25,000	25,000
Net Cost:	**295,000**	**295,000**

Base Compactor

Department Priority:	3
Location:	Public Works Department
Link to Other Project(s):	
Description:	Base compactor to replace 2002 Ingersoll Rand #258
Justification:	The base compactor is used to compact earthen materials in road building operations. Our existing machine has many mechanical problems that impact its reliability on the job. Compactors are the type of machines that require a lot of maintenance due to the fact that they are designed to vibrate/pound. The current compactor has 5552 hours and required 55 shop hours and $6091 of maintenance/repairs in the last two years.
Alternatives:	Continue to use current machine.
Operating Impact:	
Request Type:	◉ Replacement ○ Addition
Request Category:	○ Building ○ Land ◉ Automotive ○ Office Equipment ○ Computer ○ Other

		Total
Unit Quantity:	1	
Unit Cost:	175,000	175,000
Installation Fee:	0	0
Trade in Credit:	15,000	15,000
Net Cost:	**160,000**	**160,000**

Clatsop County Functions/Programs Budget
Culture & Recreation 2019-2020
Total $2,677,860



Organizational units included within this functional area in the order they appear within the budget document are:

Fair General Operation
Parks Maintenance
Parks & Land Acquisition Maintenance

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The proposed expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

Fair General Operation

Mission Statement

The Clatsop County Fair Board will provide a financially sound, well-managed facility. Providing the general public and the local community with the space, buildings and equipment needed to engage in events that promote fun, learning and social activity, especially where children can benefit.

Department Overview

The Clatsop County Fair & Expo is a year-round facility that hosts the annual Clatsop County Fair as well as multiple other local and regional events. The 2 largest local annual events are the Astoria-Warrenton Crab, Seafood & Wine Festival and the Astoria Scandinavian Midsummer Festival. Other past and current events include local organization fundraising events; weddings and receptions; memorial gatherings; equestrian events; trade shows; motorsports events and swap meets. The facility is also used multiple times per year by OSU Extension 4-H, Leadership Clubs and Master Gardeners, Clatsop County Sheriff's Office; and other groups such as those holding events for their High School Senior projects at a reduced fee or no charge. The Clatsop County Fair Board and staff recognize the support the community has generously provided by passing a special property tax bond measure which provides funding to our facility enabling the department to provide a venue for such organizations and groups.

Major Accomplishments

Made significant improvements and upgrades to the main Exhibit Hall and lobby area making the facility more inviting and aesthetically pleasing. As a result we have attracted new users to our facility that had previously used other venues in the county.

* Have added fire pits & a hog roasting pit.
* Extended are wi-fi and added a cell phone booster sytem inside the entire building.
* Have painted interior of exhibit hall & lobby. We have painted all interior doors & are painting exterior as weather permits.
* Continued increased interest and attendance of the annual Clatsop County Fair by providing new and interesting events

Performance Measures

- Increased annual County Fair attendance from 9,015 in 2017 to 13,877 in 2018
- Successfully contracting and hosting 235 event days without any major incidents or issues
- Continued increased interest in use of our facility by multiple user groups

Budget Highlights

- Increased local business and community support is evidenced by budgeted sponsorship and event rental revenue.

* Increased public events ie: After Harvest Party, Arena Cross, Civil War Reenactment.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	1,074,309	922,757	661,230	763,660	102,430	15%
Timber Sales	90,198	118,740	80,000	70,000	(10,000)	- 12%
OR State Fair Distribution	53,667	53,167	50,000	50,000	0	0%
Disc Golf Donations	0	0	0	750	750	100%
Rev. Refunds & Reim.	1,649	6,470	0	0	0	0%
ATM Fee Revenue	1,923	3,146	2,000	2,000	0	0%
4-H Revenue	0	0	0	0	0	0%
Donations	480	0	0	0	0	0%
Catering/Kitchen Fees	3,160	1,539	4,000	2,000	(2,000)	- 50%
Nsf Check Fee	0	25	0	0	0	0%
Vending Machine Revenue	0	0	750	750	0	0%
Ticket/Gate Fees	56,191	75,943	95,000	95,000	0	0%
Carnival Revenue	21,006	17,791	20,000	20,000	0	0%
County Fair Revenue	7,481	6,450	7,000	8,000	1,000	14%
Fair Booster Buttons	91	0	3,500	2,000	(1,500)	- 42%
Parking Fees	640	8,868	7,500	7,500	0	0%
Camping Fees	5,865	12,145	6,500	10,000	3,500	53%
Fair Sponsors	4,875	33,625	5,000	3,500	(1,500)	- 30%
Concert Sponsors	0	0	30,000	35,000	5,000	16%
Food Vendor %	15,498	18,338	15,000	10,000	(5,000)	- 33%
Fair Facility Rental	57,146	69,395	65,000	60,000	(5,000)	- 7%
Fair Arena Signs	4,200	7,200	5,000	5,000	0	0%
Fair Board Fundraisers	0	130	0	0	0	0%
Donations from Trust Fund	0	137	0	0	0	0%
Miscellaneous Revenue	0	274	0	0	0	0%
Equip. Auction-Sales-Rental	3,588	0	0	0	0	0%
Insurance Loss Proceeds	4,656	0	0	0	0	0%
Loan	0	0	0	0	0	0%
Property Taxes Current Yr	269,065	281,904	285,440	296,130	10,690	3%
Property Taxes Prior Year	12,510	11,133	12,000	11,000	(1,000)	- 8%
GP Reserve Revenue	1,119	1,055	1,000	1,000	0	0%
Interest On Investments	11,927	13,135	7,000	13,000	6,000	85%
Property Rents	0	0	0	0	0	0%
Total Revenue:	**1,701,244**	**1,663,369**	**1,362,920**	**1,466,290**	**103,370**	**7%**
Total Unappropriated Budget:	**922,757**	**720,397**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**778,487**	**942,973**	**1,362,920**	**1,466,290**	**103,370**	**7%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	135,307	154,949	189,800	151,850	(37,950)	- 19%
Personnel Benefits	62,022	87,423	141,680	125,240	(16,440)	- 11%
Material & Supplies	392,711	554,829	392,700	465,080	72,380	18%
Special Payments	0	137	0	500	500	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	188,447	145,634	0	50,000	50,000	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	638,740	673,620	34,880	5%
Total Expenditures:	**778,487**	**942,973**	**1,362,920**	**1,466,290**	**103,370**	**7%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Fair Maintenance Tech	1.00	1.00	1.00	1.00	0.00	0%
Admin Coordinator - Fairground	1.00	1.00	1.00	1.00	0.00	0%
Maintenance Supervisor - Fair	0.00	0.00	1.00	0.00	(1.00)	- 100%
Fair Operations Manager	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	**3.00**	**3.00**	**4.00**	**3.00**	**(1.00)**	**- 25%**

Measures

Unit of Measure Description	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Event Days	173	137	169	242	242	235

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Fair Maintenance Tech	82-1768	35,361	14,693	37,440	37,160	(280)	- 0%
Admin Coordinator - Fairground	82-1769	40,014	35,351	45,510	48,500	2,990	6%
Maintenance Supervisor - Fair	82-1770	5,607	51,767	51,170	0	(51,170)	- 100%
Fair Operations Manager	82-1771	54,325	53,138	55,680	66,190	10,510	18%
Extra Help	82-1941	3,712	7,360	10,000	10,000	0	0%
Overtime	82-1945	5,162	9,057	6,000	6,000	0	0%
F.I.C.A.	82-1950	10,861	12,594	15,740	12,840	(2,900)	- 18%
Retirement	82-1955	11,034	14,711	29,860	28,570	(1,290)	- 4%
Medical Waiver	82-1963	1,200	600	0	0	0	0%
Medical Insurance	82-1964	18,052	29,751	63,360	54,190	(9,170)	- 14%
Dental Insurance	82-1965	3,326	3,986	6,550	4,450	(2,100)	- 32%
HSA Contribution	82-1966	5,000	5,917	6,000	5,000	(1,000)	- 16%
Benefits Admin Fees	82-1967	44	56	50	50	0	0%
Life Insurance	82-1970	324	316	330	300	(30)	- 9%
Salary Continuation Insur	82-1972	401	411	380	460	80	21%
S.A.I.F.	82-1975	1,817	2,480	3,200	3,210	10	0%
Unemployment	82-1980	1,088	186	210	170	(40)	- 19%
Personnel Services Totals:		**197,329**	**242,373**	**331,480**	**277,090**	**(54,390)**	**- 16%**
Materials & Services							
Clothing And Uniform Exp.	82-2040	226	1,050	500	500	0	0%
Telephones	82-2070	3,389	1,796	3,000	3,000	0	0%
ATM Annual Fees	82-2120	0	0	100	100	0	0%
Custodial Supplies	82-2160	6,052	10,103	6,000	6,000	0	0%
Transient Room Tax	82-2167	583	1,018	1,000	1,500	500	50%
Insurance	82-2200	14,965	18,566	18,800	20,490	1,690	8%
License And Permit Fees	82-2240	1,958	4,376	2,000	5,000	3,000	150%
Maintenance Supplies	82-2259	548	9,834	0	0	0	0%
Maintenance - Equipment	82-2260	14,660	37,648	15,000	15,000	0	0%
General Equipment	82-2268	21,405	29,707	20,000	25,000	5,000	25%
Maintenance S.I.G.	82-2300	35,276	75,364	35,000	40,000	5,000	14%
Membership Fees And Dues	82-2370	2,309	1,790	1,680	1,260	(420)	- 25%
Animal Bedding	82-2400	0	0	0	0	0	0%
Office Supplies	82-2410	1,199	2,796	1,500	1,500	0	0%
Postage And Freight	82-2419	104	251	350	250	(100)	- 28%
Printing And Reproduction	82-2425	1,484	1,690	2,000	1,500	(500)	- 25%
Prof And Spec Services	82-2450	366	0	0	0	0	0%
PC Equipment	82-2455	520	900	520	1,710	1,190	228%
Tents and Frames	82-2458	2,500	4,402	2,500	0	(2,500)	- 100%
Auditing And Accounting	82-2462	0	0	0	0	0	0%
Contractual Services	82-2471	23,791	29,317	23,600	24,000	400	1%
Fair Judges	82-2472	868	1,040	1,000	1,000	0	0%
Concession Sales	82-2481	223	0	0	0	0	0%

Contractual Services-Temp Help	82-2492	35,352	32,110	15,000	2,000	(13,000)	- 86%
Publi. And Legal Notices	82-2600	636	7	500	1,000	500	100%
Advertising - Fair & Concerts	82-2604	0	110	10,000	10,000	0	0%
Advertising	82-2605	19,874	21,726	10,000	10,000	0	0%
Disc Golf Course	82-2610	0	0	0	750	750	100%
Rents And Leases - Equip.	82-2630	3,105	5,977	10,000	10,000	0	0%
Meetings/ Hosting	82-2750	0	975	0	0	0	0%
Fuel - Equipment	82-2851	0	0	1,500	1,000	(500)	- 33%
Fuel - Vehicles	82-2852	1,330	2,090	500	2,000	1,500	300%
Signs	82-2856	1,122	2,066	1,500	1,000	(500)	- 33%
Replacement Tools	82-2859	289	0	0	0	0	0%
Garden Supplies	82-2860	156	366	0	0	0	0%
Vehicle Maintenance & Use	82-2923	644	594	750	500	(250)	- 33%
Education And Training	82-2928	2,722	1,498	2,500	2,500	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	3,139	2,643	4,000	2,820	(1,180)	- 29%
Towing	82-2940	1,000	0	0	0	0	0%
Utilities	82-2960	45,315	61,911	45,000	65,000	20,000	44%
Fair Awards & Ribbons	82-3182	1,008	2,883	1,500	500	(1,000)	- 66%
Fair Premiums	82-3183	3,000	3,000	3,000	3,000	0	0%
General Entertainment	82-3185	0	0	0	2,000	2,000	100%
Fair Entertainment	82-3186	93,887	104,581	90,000	115,000	25,000	27%
Refunds and Returns	82-3204	1,685	750	2,000	2,000	0	0%
County Fair Expense	82-3205	11,022	48,596	10,000	40,000	30,000	300%
Indirect Cost Allocation	82-3210	35,000	31,300	50,400	46,200	(4,200)	- 8%
Materials & Services Totals:		**392,711**	**554,829**	**392,700**	**465,080**	**72,380**	**18%**
Special Payments							
Unallocated Donations	82-3141	0	137	0	500	500	100%
Special Payments Totals:		**0**	**137**	**0**	**500**	**500**	**100%**
Capital Outlay							
Structures & Improvements	82-4100	2,347	0	0	50,000	50,000	100%
Buildings	82-4108	171,627	108,904	0	0	0	0%
Miscellaneous Equipment	82-4900	14,474	36,730	0	0	0	0%
Capital Outlay Totals:		**188,447**	**145,634**	**0**	**50,000**	**50,000**	**100%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	638,740	673,620	34,880	5%
Contingencies Totals:		**0**	**0**	**638,740**	**673,620**	**34,880**	**5%**
Total Expenditures:		**778,487**	**942,973**	**1,362,920**	**1,466,290**	**103,370**	**1**

Fire Door In Main Building

Department Priority:	1
Location:	Fair Grounds
Link to Other Project(s):	
Description:	We have a roll up fire protection door that is failing and is unreliable in its operation . We need to replace this door.
Justification:	Door has been repaired several times, but is old enough its hard to get parts for it. This is a fire protection door that is designed to drop automatically in the event of a fire.
Alternatives:	Leave the door until it is unrepairable and then replace.
Operating Impact:	If the door fails the fire inspection then we will be forced to fix at a later date. Replacing the door assures we stay in compliance with building codes & the state fire marshal.
Request Type:	⦿ Replacement ○ Addition
Request Category:	○ Building ○ Land ○ Automotive ○ Office Equipment ○ Computer ⦿ Other

		Total
Unit Quantity:	1	
Unit Cost:	5,895	5,895
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**5,895**	**5,895**

Pavement

Department Priority:	2
Location:	Fairgrounds
Link to Other Project(s):	
Description:	Pavement around new building & West side of indoor arena.
Justification:	The new building has become ever more popular as a rental and paving around the building will make it more accessible for handicap people as well as enhance over all appearance to the building. Second location is the west side of the arena has a real narrow strip of pavement to join two roads together which noone is able to stay on the pavement. Would like to make it wide enough for a truck and trailer to stay on pavement as the horse trailers pull through there frequently.
Alternatives:	We could use concrete, but is considerably more money. Or we can leave it as it is.
Operating Impact:	Adding the pavement will over all enhance the appearance & use of the facillity to help generate more revenue, as well as keeping our facillity handicap accessible.
Request Type:	○ Replacement ⦿ Addition
Request Category:	○ Building ○ Land ○ Automotive ○ Office Equipment ○ Computer ⦿ Other

		Total
Unit Quantity:	1	
Unit Cost:	34,000	34,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**34,000**	**34,000**

Truck

Department Priority:	3
Location:	Fairgrounds
Link to Other Project(s):	
Description:	Replace our 1998 2wd pickup with a newer 4wd pickup. This would be a possible trade out from public works.
Justification:	We use our truck primarily to tow our dump trailer with, moving materials around the fairgrounds and taking the trash. With the weight being towed behind us it often looses traction & becomes stuck.
Alternatives:	None
Operating Impact:	Will save both time & money from not having to bring another employee to the location with a tractor to pull the truck forward.
Request Type:	◉ Replacement ○ Addition
Request Category:	○ Building ○ Land ◉ Automotive ○ Office Equipment ○ Computer ○ Other

Unit Quantity:	1	Total
Unit Cost:	10,000	10,000
Installation Fee:	0	0
Trade in Credit:	0	0
Net Cost:	**10,000**	**10,000**

New Indoor Multi-use Building

Department Priority:	
Location:	Fairgrounds
Link to Other Project(s):	
Description:	We are looking at a new large facility as large or larger than the indoor arena we have now . We would only move forward on this project if we can guarantee we do not fall below $350,000 in contigencies. either by doing the project in sections or by having saved $1,350,000.00
Justification:	As the fair has continued to grow we are rapidly out growing the room that we have. We no longer have the ability to house all the animals that are brought to fair. We are continuing to grow our other events as well bring shows like arena cross & monster truck shows. This would allow us to put on these shows, not only at a larger capicity but in a safer manner.

Project Expenditures

Activity	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
New Multi-use Building	0	1,000,000	0	0	0

Project Resources

Activity	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Contigencies	0	1,350,000	0	0	0

Annual Operating Impact

Activity	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
New Multi-use Building	0	0	0	0	0
Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Parks Maintenance

Mission Statement

The Parks Department mission is to maintain, manage, and improve the county's parks and recreational resources at an acceptable level, and provide safe, quality service and an enjoyable park environment to users of the County Parks system.

Department Overview

Parks Maintenance staff are responsible for Parks administration, maintenance, and planned improvements for twelve County parks or recreation sites, totaling 573 acres. These park sites provide access to an array of natural resources that range from fresh water access for fishing and water skiing to old growth forest sites. Year round camp hosts are provided at Cullaby Lake Park for caretaker services and fee collection. Clatsop County uses the Sheriff's work crew to help provide maintenance and cleanup at the parks. We also have an adopt-a-park program allowing community members to be involved in maintenance of their parks.

Major Accomplishments

In FY 2018/19 we hired a contractor to help with the drafting and submitting of the Joint Division of State Lands and Corp of Engineers permits for the Westport County Park and boat ramp facility. These permits have been submitted and are being reviewed by the Corp of Engineers and DSL. We have been working with the North Coast Trail Alliance on the creation of a new mountain bike trail system. The trail head for this mountain bike trail system will be located in Klootchy Creek County Park. This trail system is planned to have up to 25 miles of mountain bike trails that will be located on the Lewis and Clark Timber Land adjacent to the park property. We have already created the trail head in the park and have broken ground on establishing the trail. We are currently working on placing a new vault toilet system in the park to help address the needs of a growing attraction for this park. The Recreational Lands Advisory Committee has been working on the updating of the County Bicycle Plan and will be part of that process over the next few months.

Performance Measures

We anticipate the number of daily-park passes in the past year to remain the same in FY 19-20. The John Day County park pass numbers will remain low for another year due to the closure of the sturgeon season on the Columbia River. The Shelter reservations have been a popular attraction and option for the Cullaby Lake Park users. The past few years we have had 90 plus shelter reservations; we anticipate a similar number this FY. We have people calling for these reservations over one year in advance!

Budget Highlights

The requested FY 19-20 budget for the Personnel Services section has no increase in staffing levels. The increases in Personnel Services section include wage increases, increases in retirement and medical rates, as well as a 2.5% COLA increase. The Materials and Supplies section has been flat funded at a level of $54,930. There are several changes in amounts between line items but the total amount for the Materials and Supplies is the same as last year. We have requested an increase of $3,780 in the Cullaby Lake Utilities line item. With the increases in water and sewer rates from the City of Warrenton, as well as increases in garbage collection and electric use we are unable to stay within the budgeted amount. Covering these extra utility costs only takes money away from maintenance projects and repairs that we have.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Rv Parks Fees	35,466	37,352	32,000	35,000	3,000	9%
St. - Marine Gas Tax	6,750	6,750	6,750	6,750	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Nsf Check Fee	25	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Other Permit Fees	0	0	0	0	0	0%
Parks Reservations	2,730	3,620	3,000	3,000	0	0%
Carnahan Park Fees	1,577	1,411	1,500	1,500	0	0%
Cullaby Lake Fees	24,654	26,533	25,000	25,000	0	0%
JohnDay Boat Ramp Fees	11,415	12,450	11,000	11,000	0	0%
Annual Parks Pass Fees	8,020	7,860	7,000	7,000	0	0%
Transfer from Parks & Land Acq	45,000	45,000	45,000	45,000	0	0%
General Fund Support	66,525	68,186	101,020	105,520	4,500	4%
Total Revenue:	**202,162**	**209,162**	**232,270**	**239,770**	**7,500**	**3%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	95,128	100,620	103,210	108,030	4,820	4%
Personnel Benefits	54,043	53,208	73,490	71,940	(1,550)	- 2%
Material & Supplies	52,374	54,820	54,930	59,160	4,230	7%
Special Payments	616	514	640	640	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**202,162**	**209,162**	**232,270**	**239,770**	**7,500**	**3%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Public Works Director	0.05	0.05	0.05	0.05	0.00	0%
Staff Assistant	0.15	0.15	0.15	0.15	0.00	0%
Natural Resource Mgr	0.50	0.50	0.50	0.50	0.00	0%
Park Ranger	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	**1.70**	**1.70**	**1.70**	**1.70**	**0.00**	**0%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Daily Park passes sold	Count	7,205	7,844	6,281	7,480	7,500	8,000
Picnic Shelter reservations	Count	90	90	82	88	90	90
Hours in participation of park volunteers	Count	92	200	90	125	100	150

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Public Works Director	82-1088	4,836	5,047	5,410	6,270	860	15%
Staff Assistant	82-1191	5,770	9,112	7,240	6,660	(580)	- 8%
Natural Resource Mgr	82-1620	40,078	40,763	43,870	46,770	2,900	6%
Park Ranger	82-1898	44,445	45,698	46,690	48,330	1,640	3%
Extra Help	82-1941	10,654	5,131	13,350	13,350	0	0%
Overtime	82-1945	70	0	0	0	0	0%
Performance Pay	82-1948	0	0	1,970	0	(1,970)	- 100%
F.I.C.A.	82-1950	7,822	7,743	9,070	9,300	230	2%
Retirement	82-1955	11,205	14,731	14,920	20,120	5,200	34%
Medical Waiver	82-1963	250	0	0	180	180	100%
Medical Insurance	82-1964	16,591	18,561	25,920	21,230	(4,690)	- 18%
Dental Insurance	82-1965	2,232	2,298	2,240	2,320	80	3%
HSA Contribution	82-1966	2,400	2,400	2,900	2,100	(800)	- 27%
Benefits Admin Fees	82-1967	35	34	40	40	0	0%
Life Insurance	82-1970	149	154	150	150	0	0%
Salary Continuation Insur	82-1972	202	207	200	200	0	0%
S.A.I.F.	82-1975	1,755	1,825	2,610	2,830	220	8%
Unemployment	82-1980	679	125	120	120	0	0%
Personnel Services Totals:		**149,172**	**153,828**	**176,700**	**179,970**	**3,270**	**1%**
Materials & Services							
Uniform Cleaning	82-2041	266	582	500	500	0	0%
Telephones	82-2070	842	998	900	900	0	0%
Custodial Supplies-Parks	82-2159	1,653	1,717	1,600	1,600	0	0%
Credit Card Fees	82-2220	1,072	1,312	1,800	1,600	(200)	- 11%
License And Permit Fees	82-2240	0	0	0	0	0	0%
Maintenance Supplies	82-2259	364	19	0	0	0	0%
Maintenance - Equipment	82-2260	3,275	1,798	3,000	3,000	0	0%
Maint Equip-Cullaby	82-2281	0	0	0	0	0	0%
Maint Equip-John Day	82-2282	8	0	0	0	0	0%
Employee Drug Screen	82-2302	0	0	100	100	0	0%
Parks Maint. S.I.G.	82-2323	2,546	1,177	2,000	2,000	0	0%
Maint SIG-Cullaby	82-2325	1,819	859	2,300	2,300	0	0%
Maint SIG-John Day	82-2326	1,333	550	1,500	1,500	0	0%
Maint SIG-Westport	82-2327	63	1,566	1,500	1,500	0	0%
Membership Fees And Dues	82-2370	0	0	100	100	0	0%
Office Supplies	82-2410	1,351	37	200	200	0	0%
Postage And Freight	82-2419	247	144	200	200	0	0%
Printing And Reproduction	82-2425	0	854	100	100	0	0%
Contractual Serv-Cullaby	82-2488	3,600	7,200	7,200	7,200	0	0%
Contractual Serv-John Day	82-2489	0	0	0	0	0	0%
Contractual Serv-Westport	82-2490	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%

Publi. And Legal Notices	82-2600	607	7	300	300	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Equipment	82-2851	0	97	0	0	0	0%
Fuel - Vehicles	82-2852	4,970	6,248	6,000	6,000	0	0%
Garden Supplies	82-2860	0	0	0	0	0	0%
Safety Program	82-2862	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	1,370	1,315	2,960	2,960	0	0%
Education And Training	82-2928	0	170	500	500	0	0%
Reimbursed Travel Expense	82-2930	17	35	400	400	0	0%
Sani-cans Cullaby	82-2952	0	0	0	0	0	0%
Sani-cans John Day	82-2953	0	0	0	0	0	0%
Sani-cans Westport	82-2954	800	1,015	1,200	1,200	0	0%
Pumping Sani-cans	82-2956	7,037	7,095	4,000	4,200	200	5%
Road Department Services	82-2959	400	400	500	500	0	0%
Utilities-Parks	82-2970	0	0	0	0	0	0%
Utilities-Cullaby	82-2974	10,914	12,397	8,270	12,500	4,230	51%
Utilities-John Day	82-2975	5,070	5,137	5,600	5,600	0	0%
Utilities-Klootchie Creek	82-2976	2,749	2,071	2,200	2,200	0	0%
Refunds and Returns	82-3204	0	20	0	0	0	0%
Materials & Services Totals:		**52,374**	**54,820**	**54,930**	**59,160**	**4,230**	**7%**
Special Payments							
Property Taxes	82-3800	616	514	640	640	0	0%
Special Payments Totals:		**616**	**514**	**640**	**640**	**0**	**0%**
Total Expenditures:		**202,162**	**209,162**	**232,270**	**239,770**	**7,500**	**1**

Parks & Land Acq. Maint

Mission Statement

This fund serves as a caretaker for the proceeds from the sale of County park land and donations. This fund is used for capital improvements and grant projects within the County parks system.

Department Overview

The resources of this fund at this time are entirely from the sale of Sunset Beach property and the Delaura Beach property to the State Parks Department. The Sunset Beach property is used for Lewis and Clark Fort to Sea Trail which starts at Fort Clatsop and ends at the Sunset Beach property. The Delaura beach property was sold to State Parks for expansion of Fort Stevens State Park. This money is dedicated to develop and operate the County Parks system.

Major Accomplishments

Parks accomplishments and performance measures are tracked in the General Fund Parks budget 001-1795

Performance Measures

No performance measure for the fund account.

Budget Highlights

In the requested FY 19/20 budget we have allocated $20,000 in line item 82-2129 for unallocated projects. These funds will be used for any potential grant or improvement projects that are identified in our Parks Master Plan that may present potential during the year. We have also allocated $10,000 in line item 82-2300 Maintenance S.I.G., for the ongoing updating and installation of new park entrance signs and informational interpretive signs and this budget also has the annual transfer of $45,000 to the 1795 Park Maintenance fund to help support the parks operational budget.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	1,028,823	1,048,767	991,980	956,800	(35,180)	- 3%
State Support	13,301	21,498	0	0	0	0%
Sale of Park Land	59,137	0	0	0	0	0%
Rev. Refunds & Reim.	0	500	0	0	0	0%
Donations	20,000	850	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Interest On Investments	11,143	17,064	10,000	15,000	5,000	50%
Total Revenue:	**1,132,404**	**1,088,679**	**1,001,980**	**971,800**	**(30,180)**	**- 3%**
Total Unappropriated Budget:	**1,048,767**	**995,704**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**83,637**	**92,975**	**1,001,980**	**971,800**	**(30,180)**	**- 3%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	14,542	12,572	61,100	31,000	(30,100)	- 49%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	24,096	35,403	0	0	0	0%
Transfer Out	45,000	45,000	45,000	45,000	0	0%
Contingency	0	0	895,880	895,800	(80)	- 0%
Total Expenditures:	**83,637**	**92,975**	**1,001,980**	**971,800**	**(30,180)**	**- 3%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Unapportioned Projects	82-2129	12,342	11,072	50,000	20,000	(30,000)	- 60%
Maintenance S.I.G.	82-2300	0	0	10,000	10,000	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	2,200	1,500	1,100	1,000	(100)	- 9%
Materials & Services Totals:		**14,542**	**12,572**	**61,100**	**31,000**	**(30,100)**	**- 49%**
Special Payments							
Unallocated Projects	82-3129	0	0	0	0	0	0%
Special Payments Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Capital Outlay							
Structures & Improvements	82-4100	24,096	35,403	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		**24,096**	**35,403**	**0**	**0**	**0**	**0%**
Transfers Out							
Transfer To General Fund	82-8001	45,000	45,000	45,000	45,000	0	0%
Transfers Out Totals:		**45,000**	**45,000**	**45,000**	**45,000**	**0**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	895,880	895,800	(80)	- 0%
Contingencies Totals:		**0**	**0**	**895,880**	**895,800**	**(80)**	**- 0%**
Total Expenditures:		**83,637**	**92,975**	**1,001,980**	**971,800**	**(30,180)**	**1**

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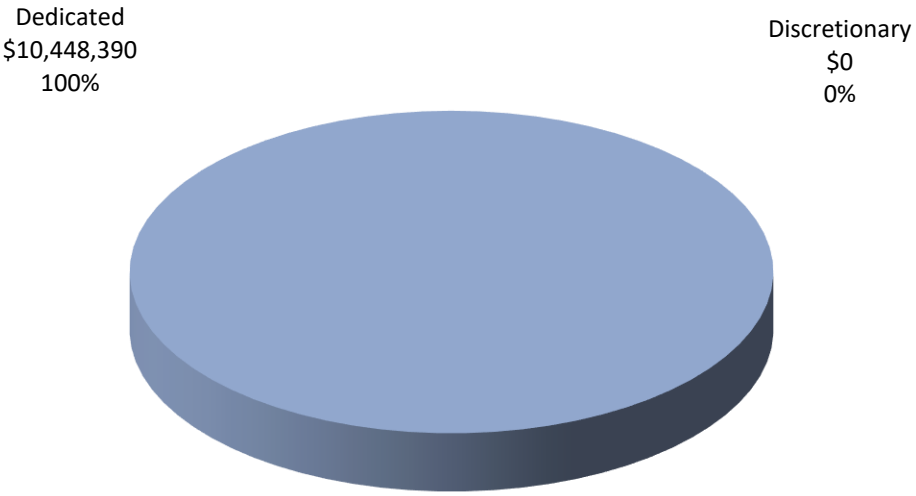
Clatsop County Functions/Programs Budget
Clatsop County Service Districts 2019-2020
Total $10,448,390



Organizational units included within this functional area in the order they appear within the budget document are:

Rural Law Enforcement District
Road District No. 1
Westport Sewer Service
Westport Sewer Equipment
4-H & Extension

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The proposed expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

Sheriff Rural Law Enf Dis

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Clatsop County Rural Law Enforcement District provides enhancements to the Sheriff's Office Criminal Division budget and a modest amount to the Sheriff's Support and Marine Patrol budgets. These funds are transferred to those budgets and accounted for in their respective individual line items. Included in the responsibility of the RLED is the cost for associated 911 dispatch services, cost of auditing, insurance and indirect cost allocation. Large capital expenses such as vehicles, buildings and equipment that become the responsibility of the RLED are paid directly from the RLED budget. Personnel expenses and materials and supplies expenses are transferred quarterly into the General Fund commensurate to total funds expended. The RLED has a five person elected Advisory Board that reviews and approves the requested budget and recommends this budget to the Clatsop County Budget Committee.

Budget Highlights

Revenue realizes an increase of over $200,000, however, that is primarily due to an improved beginning fund balance. This is due to cost savings throughout the current fiscal year and continued stable timber revenue at or over one million a year. Property tax revenues will increase at approximately 3% per year and timber revenue has remained stable at or near 1 million.

Personnel Services realize an approximate 8.5% increase due to step increases, cost of living adjustments, associated payroll taxes, increased cost of health insurance and a 28% increase in the Retirement rate. Material and Services realize a reduction of $6,200. The fund will purchase one Detective SUV which is long due to be retired. Special Projects will purchase one additional vehicle. Overall expenditures increase by 2% due to reduced Materials and Supplies and Capital Outlay expenditures.

Utilizing the RLED Forecast model with current staffing and programs and a 14 year average of Timber Revenue ($908,539) the fund remains solvent through the 2022-23 fiscal year.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	2,200,544	2,330,003	2,486,940	2,644,110	157,170	6%
Timber Sales	1,141,073	1,708,664	1,137,690	1,051,580	(86,110)	- 7%
Rev. Refunds & Reim.	0	116	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Property Taxes Current Yr	1,359,400	1,390,862	1,393,200	1,434,370	41,170	2%
Property Taxes Prior Year	42,932	42,297	42,000	42,000	0	0%
GP Reserve Revenue	5,603	5,208	5,000	5,000	0	0%
SIP-06-02 Taxes	111,245	112,714	90,500	90,500	0	0%
Land Sales	733	10,148	0	0	0	0%
Interest On Investments	29,895	53,518	50,000	80,000	30,000	60%
Total Revenue:	**4,891,425**	**5,653,530**	**5,205,330**	**5,347,560**	**142,230**	**2%**
Total Unappropriated Budget:	**2,330,003**	**2,910,674**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**2,561,422**	**2,742,856**	**5,205,330**	**5,347,560**	**142,230**	**2%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	1,264,180	1,327,670	63,490	5%
Personnel Benefits	1,783,226	1,985,006	893,570	1,009,560	115,990	12%
Material & Supplies	613,900	635,110	725,080	718,820	(6,260)	- 0%
Special Payments	26,000	30,800	26,000	26,000	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	138,296	91,940	145,800	39,000	(106,800)	- 73%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	2,150,700	2,226,510	75,810	3%
Total Expenditures:	**2,561,422**	**2,742,856**	**5,205,330**	**5,347,560**	**142,230**	**2%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Chief Deputy Sheriff	82-1110	0	0	32,640	35,480	2,840	8%
Sergeant	82-1116	0	0	262,460	281,480	19,020	7%
Support Div Supervisor	82-1117	0	0	27,850	22,050	(5,800)	- 20%
Special Detective	82-1177	0	0	155,440	167,140	11,700	7%
Staff Assistant	82-1191	0	0	87,380	108,900	21,520	24%
Deputy Sheriff Senior II	82-1515	0	0	237,940	215,290	(22,650)	- 9%
Deputy Sheriff Senior I	82-1516	0	0	0	76,120	76,120	100%
Deputy Sheriff	82-1520	0	0	264,490	258,920	(5,570)	- 2%
Resident Deputy	82-1521	0	0	195,980	147,600	(48,380)	- 24%
Accountant I	82-1850	0	0	0	14,690	14,690	100%
Extra Help - Dep. Sheriff	82-1915	0	0	29,400	29,400	0	0%
Overtime	82-1945	0	0	81,680	81,090	(590)	- 0%
Remuneration	82-1947	0	0	24,960	24,090	(870)	- 3%
Performance Pay	82-1948	0	0	3,730	0	(3,730)	- 100%
F.I.C.A.	82-1950	0	0	107,100	112,830	5,730	5%
Retirement	82-1955	0	0	273,530	347,420	73,890	27%
Medical Waiver	82-1963	0	0	490	0	(490)	- 100%
Medical Insurance	82-1964	0	0	279,360	314,670	35,310	12%
Dental Insurance	82-1965	0	0	29,110	31,580	2,470	8%
HSA Contribution	82-1966	0	0	29,210	28,980	(230)	- 0%
Benefits Admin Fees	82-1967	0	0	390	400	10	2%
Life/AD&D Insurance	82-1970	0	0	1,190	1,200	10	0%
Salary Continuation Insur	82-1972	0	0	1,790	1,860	70	3%
S.A.I.F.	82-1975	0	0	30,230	34,570	4,340	14%
Unemployment	82-1980	0	0	1,400	1,470	70	5%
Personal Services	82-1985	1,783,226	1,985,006	0	0	0	0%
Personnel Services Totals:		**1,783,226**	**1,985,006**	**2,157,750**	**2,337,230**	**179,480**	**8%**
Materials & Services							
Insurance	82-2200	76,970	84,965	99,600	114,660	15,060	15%
General Equipment	82-2268	8,065	14,254	25,000	10,000	(15,000)	- 60%
Maintenance S.I.G.	82-2300	1,478	2,394	10,000	10,000	0	0%
Membership Fees And Dues	82-2370	396	475	0	500	500	100%
Office Furniture & Equipment	82-2454	0	50	1,000	1,000	0	0%
PC Equipment	82-2455	8,039	1,560	1,500	2,000	500	33%
Auditing And Accounting	82-2462	2,250	2,250	2,580	2,500	(80)	- 3%
Contractual Services	82-2471	9,015	9,015	10,000	10,000	0	0%
RLED Discretionary Programs	82-2482	10,911	12,475	12,000	12,500	500	4%
Ballistics Vests - RLED	82-2690	6,258	4,585	6,500	6,500	0	0%
Flash And Seed Money	82-2774	0	0	5,000	5,000	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Materials & Supplies	82-2967	412,417	421,788	466,500	455,160	(11,340)	- 2%
Indirect Cost Allocation	82-3210	78,100	81,300	85,400	89,000	3,600	4%

Misc Other Charges	82-3212	0	0	0	0	0	0%
Materials & Services Totals:		**613,900**	**635,110**	**725,080**	**718,820**	**(6,260)**	**- 0%**
Special Payments							
Special Payment to Marine Patr	82-3820	26,000	26,000	26,000	26,000	0	0%
Special Payment to Special Pro	82-3823	0	4,800	0	0	0	0%
Special Payments Totals:		**26,000**	**30,800**	**26,000**	**26,000**	**0**	**0%**
Capital Outlay							
Buildings	82-4108	0	0	0	0	0	0%
Automotive Equipment	82-4200	138,296	65,656	115,800	39,000	(76,800)	- 66%
Police Cars	82-4216	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	26,284	30,000	0	(30,000)	- 100%
Capital Outlay Totals:		**138,296**	**91,940**	**145,800**	**39,000**	**(106,800)**	**- 73%**
Transfers Out							
Trans To Special Projects	82-8100	0	0	0	0	0	0%
Transfer to Emergency Comm	82-8110	0	0	0	0	0	0%
Transfer to Drug Task Force	82-8115	0	0	0	0	0	0%
Transfer to Marine Patrol	82-8120	0	0	0	0	0	0%
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	2,150,700	2,226,510	75,810	3%
Contingencies Totals:		**0**	**0**	**2,150,700**	**2,226,510**	**75,810**	**3%**
Total Expenditures:		**2,561,422**	**2,742,856**	**5,205,330**	**5,347,560**	**142,230**	**1**

Detective 4 WD SUV

Department Priority:	1
Location:	Sheriff's Office
Link to Other Project(s):	None
Description:	Detective 4 WD SUV
Justification:	The current vehicle is a 2005 Tahoe with over 165,000 miles and is well outside the RLED Vehicle Replacement Schedule. This type of vehicle is necessary so the detective is able to respond to crime scenes in inclement weather and across unimproved roads.
Alternatives:	Maintain the current vehicle with increased maintenance costs.
Operating Impact:	None
Request Type:	⦿ Replacement ○ Addition
Request Category:	○ Building ○ Land ⦿ Automotive ○ Office Equipment ○ Computer ○ Other

Unit Quantity:	1	Total
Unit Cost:	29,000	29,000
Installation Fee:	10,000	10,000
Trade in Credit:	0	0
Net Cost:	**39,000**	**39,000**

Road District #1

Mission Statement

The Road District receives property tax revenues which are used for the maintenance and improvement of County Roads.

Department Overview

The Road District No. 1 is an independent County service district governed by the Board of Commissioners. The District receives revenues from the property tax base levy and a portion of the timber sales from the Clatsop State Forest. These receipts are distributed to the Road Administration, Road Maintenance and Construction and Road Contingency funds.

Major Accomplishments

Transferred $4,294,150 to support the Road Administration, Road Maintenance and Road Contingency organization units.

Budget Highlights

The Road District Fund is projecting a 1% decrease in revenues due to lower estimated timber revenues. This fund will transfer $4,240,280 to support the Road Administration, Road Maintenance and Road Contingency organization units.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	617,437	875,436	514,710	520,630	5,920	1%
Property Taxes Current Yr	1,922,433	1,966,923	1,970,240	2,028,450	58,210	2%
Property Taxes Prior Year	60,779	59,832	55,000	55,000	0	0%
GP Reserve Revenue	7,924	7,366	7,000	7,000	0	0%
SIP-06-02 Taxes	157,341	159,418	128,000	128,000	0	0%
Land Sales	1,037	14,351	0	0	0	0%
Interest On Investments	7,867	12,811	15,000	18,000	3,000	20%
Timber Sales	1,613,679	2,416,352	1,608,900	1,488,000	(120,900)	- 7%
Total Revenue:	**4,388,496**	**5,512,490**	**4,298,850**	**4,245,080**	**(53,770)**	**- 1%**
Total Unappropriated Budget:	**875,436**	**988,230**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**3,513,060**	**4,524,260**	**4,298,850**	**4,245,080**	**(53,770)**	**- 1%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	2,220	4,180	4,700	4,800	100	2%
Special Payments	3,510,840	4,520,080	4,294,150	4,240,280	(53,870)	- 1%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	**3,513,060**	**4,524,260**	**4,298,850**	**4,245,080**	**(53,770)**	**- 1%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Auditing And Accounting	82-2462	2,020	2,480	2,500	2,700	200	8%
Indirect Cost Allocation	82-3210	200	1,700	2,200	2,100	(100)	- 4%
Materials & Services Totals:		**2,220**	**4,180**	**4,700**	**4,800**	**100**	**2%**
Special Payments							
Special Payment to General Roa	82-3802	3,510,840	4,520,080	4,294,150	4,240,280	(53,870)	- 1%
Special Payments Totals:		**3,510,840**	**4,520,080**	**4,294,150**	**4,240,280**	**(53,870)**	**- 1%**
Transfers Out							
Transfer To General Road	82-8002	0	0	0	0	0	0%
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Total Expenditures:		**3,513,060**	**4,524,260**	**4,298,850**	**4,245,080**	**(53,770)**	**1**

Westport Sewer Service

Mission Statement

The District is responsible for the operation and maintenance of the sewer system in Westport.

Department Overview

The Westport Sewer Service District is a Special District with oversight by the Board of County Commissioners. The district is responsible for the operation and maintenance of the sewer system in Westport, an unincorporated community, serving 91 connections. The system involves plant operations, sewer lines, manholes and individual septic tanks, including their pumping and repair. The administration and oversight of the District is provided by the County Roads Division and charged back to the District.

Major Accomplishments

The plant has had numerous operating issues in the last few years, including ph and E. Coli problems. This year we did a major overhaul and cleaning of the treatment pods and the UV units themselves. There were equipment replacements at the plant including UV bulbs and UV sensors. There has been a major change in the management of the plant, which included hiring Sinclair & Koch LLC to manage the running of the plant and the oversight. This is an added expense to the District, but a necessary one in order to keep the plant running in compliance with DEQ regulations. A Roads division mechanic is also working on the mechanical maintenance of the UV units.

Budget Highlights

This years Personnel Services are reduced by $14,180 due to the replacement of the part-time operator with a contractor, Koch & Sinclair LLC. The Materials & Services are increased by a total of $41,800 over last year. This is due to increases in Insurance $300, License & Permit Fees $300, Prof and Spec Services $24,760 (contracted plant management), Auding & Accounting $200, Chemicals $300, Septic Tank Pumping $6,500 (pumping needs to be caught up to date), Road Department Services $10,000 (for mechanic to maintain UV unit), and Utilities $240. The District has 8 years remaining on a DEQ loan of $112,500 that was part of the cost of the plant upgrade to UV. The existing sewer rates are not enough to cover the additional expenses. The monthly sewer rate will need to be raised from $39 to at least $54 to insure money for contingency and needed system upgrades. This new rate is still less than other local sewer system rates.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	60,785	64,780	74,300	52,190	(22,110)	- 29%
S.A.I.F. Reimbursement	157	187	0	0	0	0%
Rev. Refunds & Reim.	0	64	0	0	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Users Fees	68,618	74,751	74,000	105,000	31,000	41%
Interest On Investments	530	1,023	500	1,100	600	120%
Total Revenue:	**130,090**	**140,805**	**148,800**	**158,290**	**9,490**	**6%**
Total Unappropriated Budget:	**64,780**	**65,929**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**65,310**	**74,876**	**148,800**	**158,290**	**9,490**	**6%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	8,902	9,194	12,640	0	(12,640)	- 100%
Personnel Benefits	1,255	1,269	1,540	0	(1,540)	- 100%
Material & Supplies	45,598	51,719	48,020	89,820	41,800	87%
Special Payments	1,986	4,969	1,730	1,570	(160)	- 9%
Debt Service	5,569	5,726	5,890	6,060	170	2%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	2,000	2,000	2,000	2,000	0	0%
Contingency	0	0	76,980	58,840	(18,140)	- 23%
Total Expenditures:	**65,310**	**74,876**	**148,800**	**158,290**	**9,490**	**6%**

Staffing Summary

Authorized Personnel	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	FTE Change Adopted	% Change Adopted
Sewer System Opr	0.26	0.26	0.26	0.00	(0.26)	- 100%
Total Personnel:	**0.26**	**0.26**	**0.26**	**0.00**	**(0.26)**	**- 100%**

Measures

Unit of Measure Description		Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of septic tanks	Count	91	91	91	91	91	91
Number of requests for pumping full tanks	Count	1	1	1	1	1	1
Monthly residential sewer rate	Count	39	39	39	39	39	53
Percent of tanks that are checked annually	Percent	4%	2%	6%	11%	6%	10%
Ratio of sewer bills 60 days past due to total	Percent	10%	10%	13%	7%	6%	6%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Personnel Services							
Sewer System Opr	82-1710	8,902	9,194	12,640	0	(12,640)	- 100%
F.I.C.A.	82-1950	711	703	970	0	(970)	- 100%
Retirement	82-1955	0	15	0	0	0	0%
S.A.I.F.	82-1975	544	548	560	0	(560)	- 100%
Unemployment	82-1980	0	3	10	0	(10)	- 100%
Personnel Services Totals:		**10,157**	**10,463**	**14,180**	**0**	**(14,180)**	**0%**
Materials & Services							
Insurance	82-2200	2,757	2,787	3,300	3,000	(300)	- 9%
License And Permit Fees	82-2240	7,697	2,993	3,310	3,610	300	9%
Maintenance - Equipment	82-2260	2,077	424	1,000	1,000	0	0%
Maintenance S.I.G.	82-2300	135	3,915	4,000	4,000	0	0%
Office Supplies	82-2410	95	144	100	100	0	0%
Postage And Freight	82-2419	236	361	400	400	0	0%
Prof And Spec Services	82-2450	9,880	9,361	10,500	35,260	24,760	235%
Auditing And Accounting	82-2462	2,040	2,040	2,050	2,250	200	9%
Administrative Costs	82-2473	5,452	7,455	5,000	5,000	0	0%
Publi. And Legal Notices	82-2600	0	0	300	300	0	0%
Chemicals	82-2844	331	550	1,000	1,300	300	30%
Septic Tank Pumping	82-2955	5,688	11,029	5,500	12,000	6,500	118%
Road Department Services	82-2959	0	0	2,000	12,000	10,000	500%
Utilities	82-2960	5,012	4,961	4,660	4,900	240	5%
Indirect Cost Allocation	82-3210	4,200	5,700	4,900	4,700	(200)	- 4%
Materials & Services Totals:		**45,598**	**51,719**	**48,020**	**89,820**	**41,800**	**87%**
Special Payments							
Interest Expense	82-2648	1,947	1,790	1,630	1,470	(160)	- 9%
Property Taxes	82-3800	39	39	100	100	0	0%
Special Payment to Trust Accou	82-3822	0	3,140	0	0	0	0%
Special Payments Totals:		**1,986**	**4,969**	**1,730**	**1,570**	**(160)**	**- 9%**
Debt Service							
Loan Paydown	82-2646	5,569	5,726	5,890	6,060	170	2%
Debt Service Totals:		**5,569**	**5,726**	**5,890**	**6,060**	**170**	**2%**
Transfers Out							
Trans To Westport Equip	82-8386	2,000	2,000	2,000	2,000	0	0%
Transfers Out Totals:		**2,000**	**2,000**	**2,000**	**2,000**	**0**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	76,980	58,840	(18,140)	- 23%
Contingencies Totals:		**0**	**0**	**76,980**	**58,840**	**(18,140)**	**- 23%**
Total Expenditures:		**65,310**	**74,876**	**148,800**	**158,290**	**9,490**	**1**

Westport Sewer Equipment

Mission Statement

Provide funds to replace equipment necessary for the operation of the Westport Sewer Service District.

Department Overview

This fund is for replacement of equipment required for the operation of the Westport Sewer District. It is funded by money transferred from the Westport Sewer Service District fees and any other available sources to provide for current and future equipment requirements.

Major Accomplishments

Purchased 4 UV Lamps and 2 new UV sensors for plant.

Budget Highlights

This year's beginning balance is 14% lower than last year due to equipment repair and replacement expenses. There is a lower Contingency due to the lower beginning balance. The sewer plant has had a lot of maintenance expenses this year. The changes that have been made will help the plant operate more efficiently and remain in compliance with DEQ limits.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	52,174	47,848	43,890	39,710	(4,180)	- 9%
Interest On Investments	567	774	700	800	100	14%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Trans From Westport Sewer	2,000	2,000	2,000	2,000	0	0%
Total Revenue:	**54,741**	**50,622**	**46,590**	**42,510**	**(4,080)**	**- 8%**
Total Unappropriated Budget:	**47,848**	**43,760**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**6,893**	**6,862**	**46,590**	**42,510**	**(4,080)**	**- 8%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	6,893	6,862	22,100	22,000	(100)	- 0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	24,490	20,510	(3,980)	- 16%
Total Expenditures:	**6,893**	**6,862**	**46,590**	**42,510**	**(4,080)**	**- 8%**

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Maintenance - Equipment	82-2260	3,903	6,262	6,200	6,200	0	0%
Prof And Spec Services	82-2450	0	0	300	300	0	0%
Contractual Services	82-2471	2,490	0	15,000	15,000	0	0%
Indirect Cost Allocation	82-3210	500	600	600	500	(100)	- 16%
Materials & Services Totals:		**6,893**	**6,862**	**22,100**	**22,000**	**(100)**	**- 0%**
Capital Outlay							
Buildings	82-4108	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	24,490	20,510	(3,980)	- 16%
Contingencies Totals:		**0**	**0**	**24,490**	**20,510**	**(3,980)**	**- 16%**
Total Expenditures:		**6,893**	**6,862**	**46,590**	**42,510**	**(4,080)**	**1**

4-H & Extension

Mission Statement

Department Overview

4-H Youth Development provides countywide educational activities that develop leadership and responsibility skills in youth and adults.

Family and Community Health programs focus on Nutrition Education funded by the Oregon Family Nutrition Program, educating Supplemental Nutrition Assistance Program participants on how to make better food choices, handle food safely, and management of food resources.

OSU Open Campus / Juntos Program – OSU Open Campus, a community-based education partnership convened by Oregon State University, provides local access to learning in order to address the unique educational needs of Oregon's communities. Juntos, meaning "together" in Spanish, works to empower families around education. Uniting with community partners to provide culturally relevant programming for 8-12th grade students and their parents, Juntos is designed to provide families with the knowledge, skills, and resources to prevent youth from dropping out of high school and encourages families to work together to gain access to college.

Forestry Extension develops programs to transfer knowledge of the latest techniques in natural resource management, forest owners, and foresters and other natural resource managers, Christmas tree growers, loggers and forest workers, etc.

Agriculture Extension designs and delivers programs on Community Horticulture and Farming. This includes the OSU Master Gardener program that provides horticultural education to the public. Applied research and educational assistance is also provided for Dairy farms and small farms.

Coastal Hazards engages coastal residents and researchers to better understand the nature of our coastal hazards and explores ways for communities to become more resilient to these hazards.

Coastal Fisheries develops programs that promote sustainable fishery resources, strengthen the long-term health and viability of the fishing industry, and improve the utilization and value of harvested species.

Major Accomplishments

4-H maintained strong 4-H clubs with 898 youth participating. The program had 141 4-H volunteer leaders. Provided programming for school open houses, recognition for members and youth, learning events such as field days, spring dog and horse shows, presentations, judging, market animal programs, (FCS) home ec. and art workshops, animal vaccinations, project skills contests, youth leadership events, summer camp, after school enrichment and the Clatsop County Fair. Total of 143 activities & meetings, 10,158 client contacts, 2909 newsletters distributed to 4-H households through mail (1442) and e-mail (1467), and 14,100 volunteer service hours were generated by 4-H.
The Family and Community Health Department (FCH) A series of over 100 Food Hero events were put together, most of them in collaboration with the North Coast Food Web, Seaside Farmer's Market, Clatsop Public Health and the CCA Regional Food Bank.
New and existing partnerships have allowed us to extend our services to seniors and Latinos in the county, thus making our FCH programming efforts more inclusive and further reaching of vulnerable populations. The core of our work has focused and will continue to focus on nutrition education for youth, adults, older adults and families.
Forestry faculty Continued programming in Clatsop; Women Owning Woodlands Network, a peer-to-peer learning network and Oregon Season Trackers, a citizen science program tracking precipitation and bud break to understand seasonal trends. Trained 20 PreK- 6 grade teachers in forest ecology. Held 5 workshops/field tours for small woodland owners. Assisted in the planning and development of the 28th Forestry Tour for Community Leaders with 115 attendees. Served 600+ youth at the Clatsop Job Fair. As of November 1, 2018 this position is open and will be refilled by the end of the fiscal year.
Agriculture staff trained 19 new Master Gardeners and maintained 61 Veteran Master Gardeners for a total of 80 active members contributing 4,703 hours of volunteer service to Clatsop County. Master Gardeners completed 763 continuing education credits this year. Our Master gardeners made 4,736 direct public contacts this year.
OSU Open Campus / Juntos Program: We completed two Juntos cohorts in Clatsop County during the 2017-18 school year, in Seaside and Astoria/Warrenton.30 participants, including students, parents, and younger siblings, joined us a for campus tour of OSU in June 2018.
Sea Grant extension faculty member Amanda Gladics built on the success several inaugural events in 2017, delivering similar programing in 2018. The second Clatsop County Commercial Fisheries tour, drew over 80 attendees, including elected officials, fisheries management council staff, and regional business leaders. Planning is underway for a 2019 fisheries tour, tentatively scheduled for mid-July. Gladics expanded the Oregon Sea Grant Shop at the Dock Warrenton program in 2018, conducting guided dock walks and a tours of Skipanon Brand Seafoods and Warrenton Deep Sea for 58 participants on three dates.The second Fishermen's Appreciation Day luncheon on November 2nd, 2018, attended by approximately 50 fishermen and processing staff. Gladics continued to serve on the organizing committee for the FisherPoets Gathering, assisting with volunteer coordination, technology support, strategic advising, and event planning. This important off-season event draws over 2000 attendees to Clatsop County.
Coastal Hazards: Author on three refereed journal articles in three separate disciplines. Two of these had subsequent TV and print coverage. Presentation at the PNW Regional Economics Conference drawing the connection between hazard resilience and economic development. Hosting, facilitating, touring, and speaking to the Portland State University, Executive Seminar Program which selected Astoria as a case study community facing Cascadia. Began three new grant-funded programs to help communities build resilience to Cascadia.

Budget Highlights

As outlined in the previous budget, the payment to OSU for 4-H & Extension Services is budgeted in the Contractual Services account. An additional detailed line item budget can be supplied by the 4-H & Extension office for interested parties, however the detail includes the following highlights:

- Total expense requested is $544,200
- An operating contingency of $110,750
- Revenues totaling $654,950

Oregon State University currently funds 6 Extension faculty (4-H, Coastal Hazards Specialist, Coastal Fisheries, Family Community Health, Juntos Coordinator and Forestry) and 2 Educational Program Assistants (Master Gardener and Family Community Health).

The local budget requested of $544,200 funds personnel expenses for 3.88 FTE support staff (both program & admin), operational funds (facilities, utilities, other administrative costs) and local programming supply funds & travel to deliver Extension programs, research and education throughout Clatsop County.

The OSU Extension office houses a total of 6 program faculty, 3 program assistants and 4 support staff delivering Extension programming in 4-H, Home Horticulture, Forestry, Coastal Fisheries, Family Community Health, Juntos youth college readiness, Coastal Hazards & Tsunami/Earthquake Preparedness.

Funding Sources

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change Adopted	% Change Adopted
Beginning Balance	309,133	317,439	223,580	228,200	4,620	2%
Timber Sales	84,688	126,814	84,420	75,000	(9,420)	- 11%
Rev. Refunds & Reim.	69,567	0	0	0	0	0%
Workshop	0	0	4,000	0	(4,000)	- 100%
Misc. Grants, Etc	0	0	20,000	20,000	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Property Taxes Current Yr	289,765	300,505	304,270	316,250	11,980	3%
Property Taxes Prior Year	8,063	8,384	5,000	5,000	0	0%
GP Reserve Revenue	1,194	1,125	1,000	1,000	0	0%
SIP-06-02 Taxes	7,990	8,095	6,500	6,500	0	0%
Land Sales	156	2,192	0	0	0	0%
Interest On Investments	4,201	7,101	1,500	3,000	1,500	100%
Total Revenue:	**774,759**	**771,655**	**650,270**	**654,950**	**4,680**	**0%**
Total Unappropriated Budget:	**317,439**	**357,614**	**0**	**0**	**0**	**0%**
Total Budgeted Resources:	**457,320**	**414,042**	**650,270**	**654,950**	**4,680**	**0%**

Expenditures

Departmental Revenue Account Name	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	457,320	414,042	503,920	544,200	40,280	7%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	45,000	0	(45,000)	- 100%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	101,350	110,750	9,400	9%
Total Expenditures:	**457,320**	**414,042**	**650,270**	**654,950**	**4,680**	**0%**

Measures

Unit of Measure Description	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019	Budget 2019-2020
Number of Programs, workshops, client meetings	1,513	1,540	1,618	1,701	1,785	1,800
Number of clientele contacts	56,339	53,219	58,210	61,102	68,663	70,000
Newsletter distributed	12,013	12,022	13,092	13,118	13,568	13,500
Number of volunteers managed	472	461	483	498	563	575
Number of 4-H Club members	920	992	974	419	431	450
Extension volunteer service hours generated	26,112	24,913	25,339	26,142	27,319	30,000
Number of in-school enrichment & other program participation 4-H/non-4-H members	2,892	5,666	6,039	6,418	6,664	7,000
New publications produced	17	13	10	5	7	10
Total value of 4-H livestock auctioned at fair	$226,804	$351,320	$354,422	$341,475	$364,744	$370,000
4-H Projects exhibited at fair	2,089	1,442	1,511	2,020	2,099	2,250
Average teaching effectiveness from evaluations (scale of 1-6; 6 being best)	5.8	5.8	5.9	5.8	5.9	5.9
Percentage of program participants adopting practices taught	86%	85%	87%	88%	88%	89%

Summary

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Adopted 2019-2020	$ Change 2019-2020	% Change 2019-2020
Materials & Services							
Contractual Services	82-2471	457,320	407,242	499,920	538,800	38,880	7%
Indirect Cost Allocation	82-3210	0	6,800	4,000	5,400	1,400	35%
Materials & Services Totals:		**457,320**	**414,042**	**503,920**	**544,200**	**40,280**	**7%**
Capital Outlay							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Buildings	82-4108	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	45,000	0	(45,000)	- 100%
Office Equipment	82-4300	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		**0**	**0**	**45,000**	**0**	**(45,000)**	**0%**
Transfers Out							
Transfer to Special Projects	82-8100	0	0	0	0	0	0%
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0%**
Contingencies							
Appropriation For Contin.	82-9900	0	0	101,350	110,750	9,400	9%
Contingencies Totals:		**0**	**0**	**101,350**	**110,750**	**9,400**	**9%**
Total Expenditures:		**457,320**	**414,042**	**650,270**	**654,950**	**4,680**	**1**

Line Item Budget Detail

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
Personnel Services								
Juvenile Detention Supervisor	82-1078	0	0	0	0	0	0	0
Juvenile Detention Worker	82-1470	0	0	0	0	0	0	0
Extra Help	82-1941	0	0	0	0	0	0	0
Overtime	82-1945	0	0	0	0	0	0	0
F.I.C.A.	82-1950	0	0	0	0	0	0	0
Retirement	82-1955	0	0	0	0	0	0	0
Medical Waiver	82-1963	0	0	0	0	0	0	0
Medical Insurance	82-1964	0	0	0	0	0	0	0
Dental Insurance	82-1965	0	0	0	0	0	0	0
HSA Contribution	82-1966	0	0	0	0	0	0	0
Benefits Admin Fees	82-1967	0	0	0	0	0	0	0
Life Insurance	82-1970	0	0	0	0	0	0	0
Salary Continuation Insur	82-1972	0	0	0	0	0	0	0
S.A.I.F.	82-1975	0	0	0	0	0	0	0
Unemployment	82-1980	0	0	0	0	0	0	0
Personnel Services Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Materials & Services								
Food	82-2130	0	0	0	0	0	0	0
Program Activity	82-2142	0	0	0	0	0	0	0
Jail Supplies	82-2162	0	0	0	0	0	0	0
License And Permit Fees	82-2240	0	0	0	0	0	0	0
Maintenance - Equipment	82-2260	0	0	0	0	0	0	0
Med., Dent., & Lab Supp.	82-2340	0	0	0	0	0	0	0
Office Supplies	82-2410	0	0	0	0	0	0	0
Books And Periodicals	82-2413	0	0	0	0	0	0	0
Postage And Freight	82-2419	0	0	0	0	0	0	0
Printing And Reproduction	82-2425	0	0	0	0	0	0	0
PC Equipment	82-2455	0	0	0	0	0	0	0
Contractual Services	82-2471	0	0	0	0	0	0	0
Med., Dent., & Lab Ser.	82-2504	0	0	0	0	0	0	0
Publi. And Legal Notices	82-2600	0	0	0	0	0	0	0
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0	0
Education And Training	82-2928	0	0	0	0	0	0	0
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0	0
Program Services	82-3040	0	0	0	0	0	0	0
Mindfulness Grant	82-3045	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Transfers Out								
Trans to Other Funds	82-8165	0	0	0	0	0	0	0
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**

Line Item Budget Detail

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
Contingencies								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0
Contingencies Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total Expenditures:		**0**	**0**	**0**	**0**	**0**	**0**	**0**

Line Item Budget Detail

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
Personnel Services								
Special Investigator	82-1176	0	0	0	0	0	0	0
Deputy Sheriff Senior II	82-1515	0	0	0	0	0	0	0
Overtime	82-1945	0	0	0	0	0	0	0
F.I.C.A.	82-1950	0	0	0	0	0	0	0
Retirement	82-1955	0	0	0	0	0	0	0
Medical Insurance	82-1964	0	0	0	0	0	0	0
Dental Insurance	82-1965	0	0	0	0	0	0	0
HSA Contribution	82-1966	0	0	0	0	0	0	0
Benefits Admin Fees	82-1967	0	0	0	0	0	0	0
Life Insurance	82-1970	0	0	0	0	0	0	0
Salary Continuation Insur	82-1972	0	0	0	0	0	0	0
S.A.I.F.	82-1975	0	0	0	0	0	0	0
Unemployment	82-1980	0	0	0	0	0	0	0
Personnel Services Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Materials & Services								
Equipment Reimbursement	82-2039	0	0	0	0	0	0	0
Clothing And Uniform Exp.	82-2040	0	0	0	0	0	0	0
Telephones	82-2070	0	0	0	0	0	0	0
Insurance	82-2200	0	0	0	0	0	0	0
Maintenance - Equipment	82-2260	0	0	0	0	0	0	0
General Equipment	82-2268	0	0	0	0	0	0	0
Membership Fees And Dues	82-2370	0	0	0	0	0	0	0
Office Supplies	82-2410	0	0	0	0	0	0	0
Printing And Reproduction	82-2425	0	0	0	0	0	0	0
PC Equipment	82-2455	0	0	0	0	0	0	0
Contractual Services	82-2471	0	0	0	0	0	0	0
Publi. And Legal Notices	82-2600	0	0	0	0	0	0	0
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0	0
Investigative Supplies	82-2770	0	0	0	0	0	0	0
Flash And Seed Money	82-2774	0	0	0	0	0	0	0
Marijuana Eradication	82-2775	0	0	0	0	0	0	0
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0	0
Education And Training	82-2928	0	0	0	0	0	0	0
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Capital Outlay								
Body Wire	82-4130	0	0	0	0	0	0	0
Automotive Equipment	82-4200	0	0	0	0	0	0	0
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Transfers Out								

Line Item Budget Detail

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
Transfer To General Fund	82-8001	0	0	0	0	0	0	0
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Contingencies								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0
Contingencies Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total Expenditures:		**0**	**0**	**0**	**0**	**0**	**0**	**0**

Line Item Budget Detail

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
Personnel Services								
Personnel Services	82-1985	0	0	0	0	0	0	0
Personnel Services Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Materials & Services								
Television Cable	82-2075	0	0	0	0	0	0	0
Law Library	82-2085	0	0	0	0	0	0	0
Maintenance - Equipment	82-2260	0	0	0	0	0	0	0
General Equipment	82-2268	0	0	0	0	0	0	0
Office Supplies	82-2410	0	0	0	0	0	0	0
Books And Periodicals	82-2413	0	0	0	0	0	0	0
PC Equipment	82-2455	0	0	0	0	0	0	0
Commissary Supplies	82-2768	0	0	0	0	0	0	0
Commissary Orders	82-2800	0	0	0	0	0	0	0
Phone Cards	82-2805	0	0	0	0	0	0	0
Education And Training	82-2928	0	0	0	0	0	0	0
Refunds and Returns	82-3204	19,902	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		**19,902**	**0**	**0**	**0**	**0**	**0**	**0**
Capital Outlay								
Automotive Equipment	82-4200	0	0	0	0	0	0	0
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Transfers Out								
Transfer To General Fund	82-8001	0	0	0	0	0	0	0
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Contingencies								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0
Contingencies Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total Expenditures:		**19,902**	**0**	**0**	**0**	**0**	**0**	**0**

Line Item Budget Detail

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
Materials & Services								
Contractual Services	82-2471	0	0	0	0	0	0	0
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0	0
Utilities	82-2960	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Special Payments								
Unallocated Projects	82-3129	0	0	0	0	0	0	0
Special Payments Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Capital Outlay								
Miscellaneous Equipment	82-4900	0	0	0	0	0	0	0
Capital Outlay Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Transfers Out								
Transfer to District Attorney	82-8408	31	0	0	0	0	0	0
Transfers Out Totals:		**31**	**0**	**0**	**0**	**0**	**0**	**0**
Total Expenditures:		**31**	**0**	**0**	**0**	**0**	**0**	**0**

Line Item Budget Detail

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
Personnel Services								
NA	82-1000	0	0	0	0	0	0	0
Personnel Services Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Materials & Services								
Telephones	82-2070	0	0	0	0	0	0	0
Maintenance - Equipment	82-2260	0	0	0	0	0	0	0
Contractual Services	82-2471	0	0	0	0	0	0	0
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0	0
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Special Payments								
Allocated To Cities	82-3132	0	0	0	0	0	0	0
Special Payments Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Transfers Out								
Transfer To General Fund	82-8001	0	0	0	0	0	0	0
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Contingencies								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0
Contingencies Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total Expenditures:		**0**	**0**	**0**	**0**	**0**	**0**	**0**

Line Item Budget Detail

Account Name	Account #	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Requested 2019-2020	Proposed 2019-2020	Approved 2019-2020	Adopted 2019-2020
Personnel Services								
NA	82-1000	0	0	0	0	0	0	0
Personnel Services Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Materials & Services								
Insurance	82-2200	0	0	0	0	0	0	0
Maintenance S.I.G.	82-2300	0	0	0	0	0	0	0
Prof And Spec Services	82-2450	0	0	0	0	0	0	0
Carlyle Apartments	82-2570	0	0	0	0	0	0	0
Utilities	82-2960	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Special Payments								
Property Taxes	82-3800	0	0	0	0	0	0	0
Special Payments Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Transfers Out								
Trans to Other Funds	82-8165	0	0	0	0	0	0	0
Transfers Out Totals:		**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total Expenditures:		**0**	**0**	**0**	**0**	**0**	**0**	**0**

Glossary of Budget Terms

"Accrual Basis" is the method of accounting recognizing transactions when they occur without regard to cash flow timing.

"Activity" is a specific and distinguishable service performed by one or more organizational components of a municipal corporation to accomplish a function for which the municipal corporation is responsible. (ORS 294.311)

"Ad Valorem Tax" is a Tax based on the assessed value of a property.

"***Adopted Budget***" is the financial plan adopted by the governing body, which forms a basis for appropriations. (Local Budgeting in Oregon 2012 Edition)

"Appropriation" is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes, based on an adopted budget.

"***Assessed Valuation"*** is a valuation set upon real estate or other property by government as a basis for levying taxes.

"Audit Report" is a report in a form that is prescribed by the state

"Balanced Budget" is a budget in which the resources equal the requirements in every fund.

"Base Budget" is a recurring set of funds provided to a department at the onset of each budget period. The base budget is used to keep the department functioning, and is derived from the previous year's spending and adjustments such as inflation.

"Beginning Balance" is unrestricted working capital (resources) on hand at the end of the fiscal year, available to fund the next year's operations. Typically, the fund balance is derived from actual revenues received less actual expenditures.

"Bond" is a written promise to pay a specified sum of money called face value or principal amount, at a specified date or dates in the future, together with periodic interest at a specified rate.

"Budget" is a plan of financial operation embodying an estimate of expenditures for a given period or purpose and the proposed means of financing the estimated expenditures. (ORS 294.311)

Budget Committee" is the fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters appointed from the district. (ORS 294.336)

"***Budget Documents***" means the estimates of expenditures and budget resources as set forth on the estimate sheets, tax levy and the financial summary. (ORS 294.311)

"Budget Officer" is the person appointed by the governing body to assemble budget material and information and to prepare the proposed budget. (Local Budgeting in Oregon 2012 Edition)

"Budget Message" is a written explanation of the budget and the local government's financial priorities.

"Budget Resources" are resources to which recourse can be had to meet obligations and expenditures during the fiscal year covered by the budget. (ORS 294.311)

"Capital Improvement Plan (CIP)" is a blueprint used for planning capital expenditures over the next five (5) years. The CIP is used to plan, budget, and finance the purchase and/or construction of large capital infrastructure, facilities, equipment, and other fixed assets.

"Capital Outlay" expenditures for the acquisition of capital assets. Capital Outlay are items that generally have a useful life of one or more years, such as machinery, land, furniture, equipment or buildings; and a cost of more than $5,000.

"Capital Projects Fund" is a governmental fund type used to account and report for financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

"Contingency" is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted; use of contingency requires Board approval.

"Current Year" means the fiscal year in progress. (ORS 294.311)

"Debt Service Fund" is a governmental fund type established to account and report financial resources that are restricted, committed, or assigned to the expenditure for to account for payment of general long-term debt principal and interest.

"Dedicated Revenue" also known as *Restricted Revenue* is funds that can only be spent for specific purposes because of constitutional provisions or enabling legislation, or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

"Department" serves as a specific function as a distinct organizational unit within a given fund.

"Depreciation" the portion of the cost of a capital asset other than a wasting asset that is charged as an expense during a particular period.

"Discretionary Revenue" is the primary source of funds over which the governing body has some options regarding the activities/purposes to which they are allocated.

"Encumbrance" is the amount of money committed and set aside, but not yet expended, for the purchases of public goods or services.

"Enterprise Fund" is a proprietary fund type used to report an activity for which a fee is charged to external used for goods or services.

"Expenditures" means total amount incurred if accounts are kept on accrual basis; total amount paid if accounts are kept on a cash basis. (Local Budgeting in Oregon 2012 Edition)

"Fees" are charges for specific services levied by a local government in connection with providing a service, permitting an activity or imposing a fine or penalty.

"Fiduciary Funds" is any fund held by a government in a fiduciary capacity for an external party, ordinarily as an agent or trustee.

"Fiscal year" is the 12-month period beginning July 1 and closing on June 30. (ORS 294.311)
"Fixed Asset" is an asset of a long-term character such as land, buildings, furniture, vehicles, and other equipment with a useful life of more than 1 year and a unit value of $5,000 or more.

"Full-Time Equivalent (FTE)" is the ratio of time expended in a part-time position to that of a full-time position. The ratio is derived by dividing the amount of employed time required in the part-time position by the amount of employed time required in a corresponding full-time position.

"Functional Area" is the grouping of budgets related to the types of activities provided, i.e. "Public Safety and Justice" includes all law enforcement-related organizational unit budgets.

"Fund" means a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes; all segregated for specific regulated activities and objectives. (Local Budgeting in Oregon 2012 Edition)

"Fund Balance" means the fund equity of government funds. This is the assets minus the liabilities, leaving the dollars available to spend.

"General Fund" is a fund used to account for most fiscal activities except for those activities required to be accounted for in another fund. (Local Budgeting in Oregon 2001 Edition)

"General Fund Stabilization Account" an organizational unit used to set aside additional timber revenues received in an effort to provide a long term resource for General Fund operations in the event timber revenues received are insufficient in the future.

"Governmental Fund" a generic classification used by GASB to refer to all funds other than proprietary and fiduciary funds.

"Grant" is a contribution from one governmental unit to another, usually made for a specific purpose and time period.

"Intergovernmental Federal Revenues" are monies received from other governments; such as fiscal aids, shared taxes, and reimbursements for services.

"Intergovernmental State Revenues" are monies received from other state governments; such as fiscal aids, shared taxes, timber revenues, and reimbursements for services.

"Line-item Budget" is the traditional form of budgeting, in which proposed expenditures are based on individual objects of expense within a department or division. (Local Budgeting in Oregon 2001 Edition)

"Local Budget Law" establishes standard procedures for preparing, presenting, and administering the budgets of Oregon's local governments.

"Local Option Tax" is a voter-approved tax that is levied in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose, or capital project. They are limited to 5 years unless they are for a capital project, then they are limited to the useful life of the project or ten years, whichever is less.

"Long-Term Financial Planning" is the process of aligning financial capacity with long-term service objectives. It is a highly collaborative process that combines financial forecasting with strategizing.

"Major Fund" governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor's report. Major fund types include: General Fund, Special Revenue Fund, Debt Service Fund, and Capital Projects Fund.

"Materials and Services" is a category of accounts which establish expenditures for the operating expenses of County departments and programs.

"Modified Accrual Basis" is the method of accounting where revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.

"Non-Major Fund Types" include the Enterprise Fund.

"Ordinance" is a written directive or act of a governing body that has full force and effect of law within the local government's boundaries, provided it does not conflict with a State statute or constitutional provision.

"Organizational unit" is any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions (such as a department, office or division). (Local Budgeting in Oregon 2012 Edition)

"Permanent Rate" is the maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate can be used for any purpose. No action of the local government can increase the permanent rate.

"Personnel Service Expenses" are those expenses related to the compensation of salaried employees such as, health and accident insurance premiums, Social Security and retirement contributions, and civil service assessments.

"Program" is a group of related activities to accomplish a major service or function for which the government is responsible. (Local Budgeting in Oregon 2012 Edition)

"Property Taxes" Ad valorem tax or another tax on property certified to the county assessor by a local government unit.

"Proposed budget" is the financial and operating plan prepared by the budget officer and submitted to the public and budget committee for review. (Local Budgeting in Oregon 2001 Edition)

"Proprietary Fund" is also referred to as an *Enterprise Fund* is a fund established to account for operations that are financed and operated in a manner similar to private business enterprises; they are usually self-supporting.

"Resolution" is an order of a governing body. This requires less legal formality and has lower legal status than an ordinance. Statutes or character will specify which actions must be by ordinance and which may be by resolution.

"Resources" the estimated beginning fund balances on hand at the beginning of the fiscal year, plus all anticipated revenues. (Local Budgeting in Oregon 2012 Edition)

"Revenues" are monies received or anticipated by a local government from either tax or nontax sources.

"Special District" is an independent unit of local government generally organized to perform a single function. (i.e. sewer, roads, rural law enforcement, 4-H)

"Special Payments" are payments that include taxes, fees, or charges collected by one entity and then made to another organization on a pass-through basis, grants made or distributed to others that will be expended by them, and other expenditures that do not fit into one of the other expenditure categories.

"Special Revenue Fund" is a governmental fund type used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

"Strategic Plan" is the organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy as well as extending to control mechanisms for guiding the implementation of the strategy.

"Timber Revenue" the growing and harvesting of trees on both private and public forestland generates timber revenue. Local governments receive timber revenue from property taxes and severance taxes. Property taxes apply to the assessed value of privately owned forestland and severance taxes apply to the harvesting of timber on small tracts of forestland.

"Transfers" are amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund, and as revenue in the receiving fund.

"Unappropriated ending fund balance" is the amount set asides in the budget to be carried over to the next year's budget. It provides the local government with cash until tax money or other revenues are received later in the year.

Budget Detail Formatting

Department sections are formatted in the following manner: Mission Statement (where applicable); Department Overview; Major Accomplishments for the current FY, Performance Measures (where applicable); Budget Highlights; Funding Sources; Expenditures; Staffing Summary; and Workload Measures; and followed up with an expenditure account detail. Appropriations are reported by activity or department and most funds consist of several activities.

Appropriation in most activities is reported in four major standard categories: Personal Services, Material and Supplies, Special Payments, and Capital Outlay.

State law proscribes the form of our budget and requires the actual expenditures be reported for the two prior years even if no appropriations are proposed for next year. In most cases these outdated activities are presented in the "In-active Budgets" section.

Abbreviations found in Line/Item Budget:

2145 ..... House Bill 2145
ACA…….. Affordable Care Act
AD……..... Alcohol & Drug
AD&D……... Accidental Death & Dismemberment
AFSCME……American Federation State County Municipal Employees
A&T ..... Assessment and Taxation
B&F……... Budget & Finance
B&G……... Buildings & Grounds
BF……Breast Feeding
BOCC……...Board of County Commissioners
BOPTA……Board of Property Tax Appeals
BPA……..Bonneville Power Administration
B/T……Bioterrorism
CAFR……..... Comprehensive Annual Financial Report
CC ..... Clatsop County
CCare…… ..... Contraceptive Care
CCHA ..... Clatsop County Housing Authority
CCF……..Commission on Children & Families
CCSO……..Clatsop County Sheriff Office
CEDR……..….. Clatsop Economic Development Resources
CIP……..….. Capital Improvement Plan
CLHO…….. .. Coalition of Local Health Officials
DA……..... District Attorney
DEQ……..……..Department of Environmental Quality
DD……..……Developmental Disabilities
DHS…….…. Department of Human Services
EH……..Environmental Health
EMPG…….. Emergency Management Preparedness Grant
EOC…….…. Emergency Operation Center
FEMA……Federal Emergency Management Agency
FICA ..... .Social Security (County Share)

FOPPO…… Federation of Oregon Parole & Probation Officers
FTE…….....Full Time Equivalent
GAAP…….… Generally Accepted Accounting Practices
GASB……..... Governmental Accounting Standards Board
GFOA…….…..... Government Finance Officers Association
GIS…….….....Geographic Information System
GP…….……Georgia Pacific
HAVA…….…….Help America Vote Act
HDHP…….……..High Deductible Health Plan
HHS…….…....Health and Human Services
HHW…….…...Household Hazardous Waste
HSA……..Health Savings Account
IT…….….....Information Technology
JLUS…….Joint Land Use Study
LAN……..Local Area Network
LCDC .....Land Conservation & Development Commission
LEPC…….....Local Emergency Planning Committee
LNG…… ...Liquefied Natural Gas
LTFP…… .....Long Term Financial Plan
M……..…….…...Million
MCH…… .....Maternal and Child Health
MCM……Maternal Case Management
MHS…….Mental Health Services
NC……North Coast
NCBP……North Coast Business Park
NSF……..…..Non-Sufficient Funds
NW…….....North West
ODF&W……..Oregon Department of Fish & Wildlife
ODOT…… ....Oregon Department of Transportation
OHP…… ...Oregon Health Plan
OHV……..Off Highway Vehicles
ONA…….……Oregon Nurse's Association
OWW...……...Onsite Sewage Systems
PHEP…….…...Public Health Emergency Preparedness
P&P…….....Parole & Probation
PERS…….....Public Employees Retirement System
PW…… .....Public Works
RLED……...Rural Law Enforcement District
RTS & LEA .....Rents and Leases
SAIF .....State Accident Insurance Fund
SB…….Senate Bill
SBHC…… .....School Based Health Center
SE…….Service Element
S.I.G .....Structure, Improvements and Grounds
SIP…….....Strategic Investment Plan
TX……..Treatment
UAL……..Unfunded Actuarial Liability
VOCA……..Victims of Crime Act
WIC…….Women, Infants, & Children

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To the great citizens of Clatsop County,

Welcome to the County's 2019-20 Budget in Brief. Each year Clatsop County produces a budget document to fulfill the community's vision for where our resources should be directed. We strive for excellence in providing sound, reasonable, honest, and transparent management of these resources.

This year's budget is approximately 500 pages. While the entire budget document is available to view, county management is hoping that by providing this Budget in Brief which summarizes the most essential elements of the County's budget, we can provide an abbreviated document for convenience. We hope you find it useful.

Our budget reflects the County Commissioners goals, maintains the long-term financial health and stability of our General Fund and reserves, and continues the delivery of high-quality services for our community. The 2019-20 budget allocates approximately $96.4 million, including approximately $14 million for capital projects such as the construction of a new county jail facility.

For a more detailed look at the County's 2019-20 adopted budget, please visit the County's website at http://www.co.clatsop.or.us/finance/page/clatsop-county-budget.

Through sound fiscal management, we are able to continue delivering the high quality services our citizens expect and deserve. By providing these important services for today, as well as planting the seeds for a strong future, we ensure that we will continue to grow to do great things here in Clatsop County.

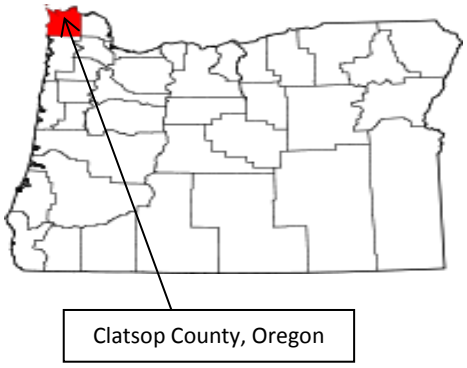
Monica Steele
Interim County Manager / Budget & Finance Director

Our Community

Clatsop County is located in Oregon's rugged and beautiful northwest coast. Named for the Clatsop People, Clatsop County is rich in history, scenery, and opportunity. Lewis & Clark's Corp of Discovery spent the winter of 1805-06 here before starting their journey back east.

Clatsop County was created from the northern and western portions of the original Twality District and was founded in 1844. Before 1850 most of Clatsop County's government activity occurred in Lexington, which is now known as the city of Warrenton. However, commercial and social activities came to center on Astoria as that city grew, and by election in 1854 Astoria came to be the County seat. Astoria is Oregon's oldest city and the oldest American settlement west of the Rockies. This area was established as a fur trading post in 1811 by a party commissioned by John Jacob Astor.

The voters of Clatsop County approved a home-rule charter in 1988 that called for a Board of County Commissioners as the policy-determining body of the county, and a County Manager to oversee the daily operations of the government. The county government consists of five commissioners, each elected from one of the five geographic districts; in addition, the voters also elect a District Attorney and Sheriff.



*Data Source: city-data.com

The county provides certain services on a countywide basis and other services only to unincorporated areas of the county. Within the appropriate jurisdictions, the county provides law enforcement, criminal detention, judicial administration, parks and recreation facilities, community development, road maintenance and construction, public health services, tax assessments and collections, elections, and general administrative functions. There are approximately 65 taxing districts that use county tax dollars to perform a variety of additional functions such as rural fire departments, water, health, transportation, recreation, sewer, schools, roads, and diking districts to name a few.

Our Community

Clatsop County is a major recreation center with ocean beaches, dense forests, mountains, rivers, and streams. Miles of broad beaches offer beachcombing, digging for razor clams, and quiet walks. Several state and national parks such as Fort Clatsop, Fort Stevens, Ecola, and Oswald West, as well as many other parks and waysides provide miles of hiking and bicycle trails, wildlife viewing, ocean views, picnic sites, and overnight campgrounds. Lakes and rivers offer water-skiing, canoeing, boating, sailing, and fishing. For golfers there are four challenging courses.

Clatsop County is located in an area of 1,085 square miles which consists of 873 square miles of land and 212 square miles of water. The County is bordered on the north by the Columbia River, on the West by the Pacific Ocean, and with the verdant Oregon Coast Range to the East, which includes the Saddle Mountain State Natural Area with an elevation of 3,288 feet. The area has a coastal marine climate of moderate temperatures and frequent rains, averaging an annual precipitation of 70 inches.

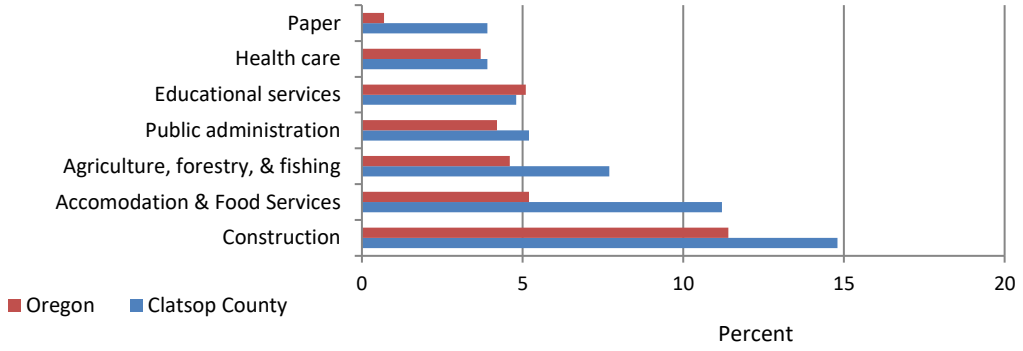
The County is home to two hospitals, five school districts, one vocational/technical school, and one community college that offers degree partnerships with colleges and universities including: Eastern Oregon University, Linfield College, Oregon State University, and Portland State University.

The Port of Astoria is located at Columbia River Mile 13 from the open sea. The Port's facilities are the first on the Columbia River and include three piers with five deep water ship berths and a barge ramp.

Our Community

Employment

The primary industries for Clatsop County are construction, forestry, fisheries, and tourism/recreation. The area is one of the principal marine fisheries regions of Oregon; however, like other northwest coastal resource-based communities, Clatsop County is working to diversify its economy to offset the loss of family-wage jobs in the timber and fishing industries.

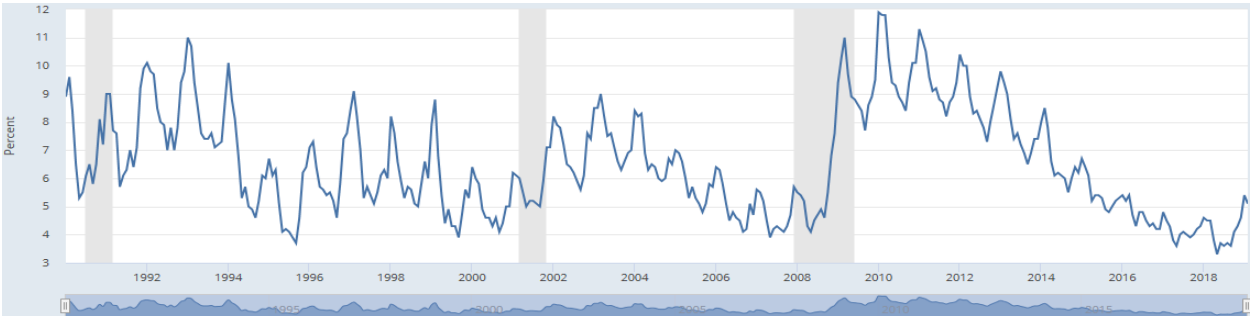


*Data Source: city-data.com

Some of today's major employers in Clatsop County include:

- US Coast Guard
- Georgia Pacific-Wauna Mill
- Warrenton Fiber Company
- Columbia Memorial Hospital
- Providence Seaside Hospital
- Astoria School District
- Seaside School District
- Clatsop County government
- State of Oregon
- Tongue Point Job Corp

The chart below shows how Clatsop County, much like the rest of the state and nation, saw lower unemployment rates up until the recession beginning in 2008 at which point rates grew to 11.9%. The most recent data shows Clatsop County currently at 5.1% which is slightly higher than the 4.5% we saw last year at this time.

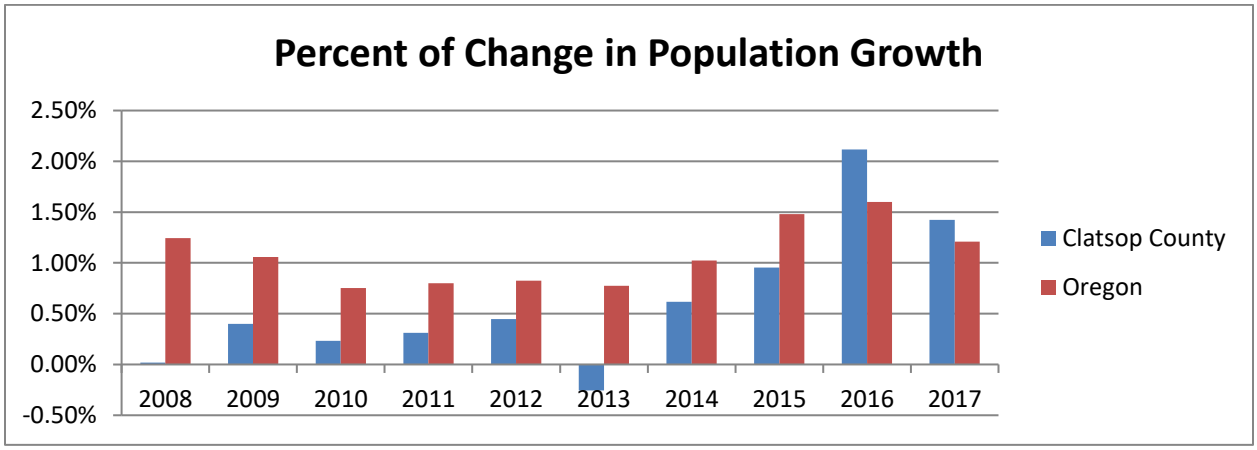


*Data Source: Federal Reserve Economic Data – FRED

Our Community

Population

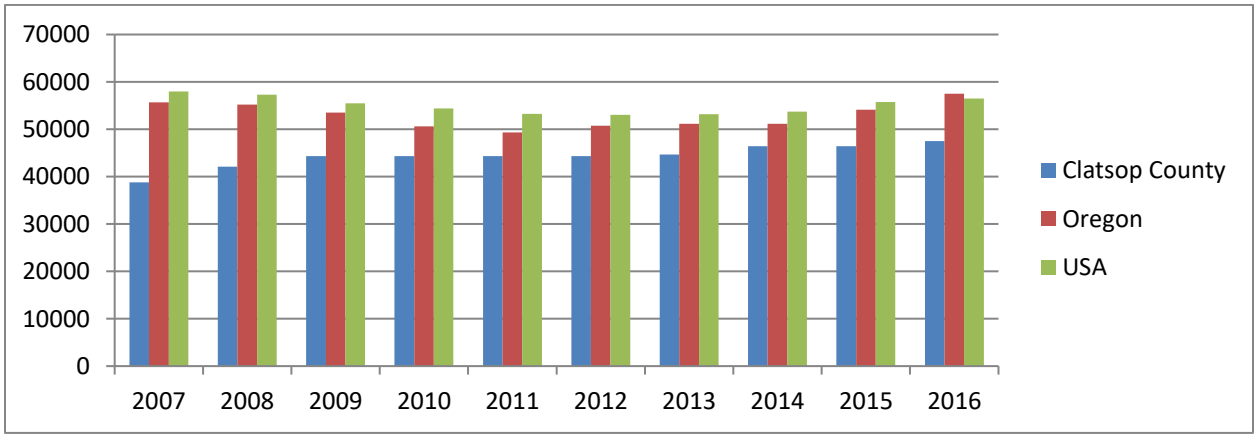
According to the most recent census, Clatsop County is home to a population of approximately 39,182; with approximately 61% living in urban areas and 39% living in rural areas. County population has increased by approximately 1.5% over the past 10 years. As shown in the following graph, the population growth of the county is similar to the rest of the state of Oregon seeing growth in the years leading up to the recession, followed by a declining population which coincides with increases in unemployment statistics. In 2017 Clatsop County saw 1.42% in population growth over 2016 statistics and has seen greater population growth than the state of Oregon overall for the last two years.



*Data Source: US Census Bureau

Household Income

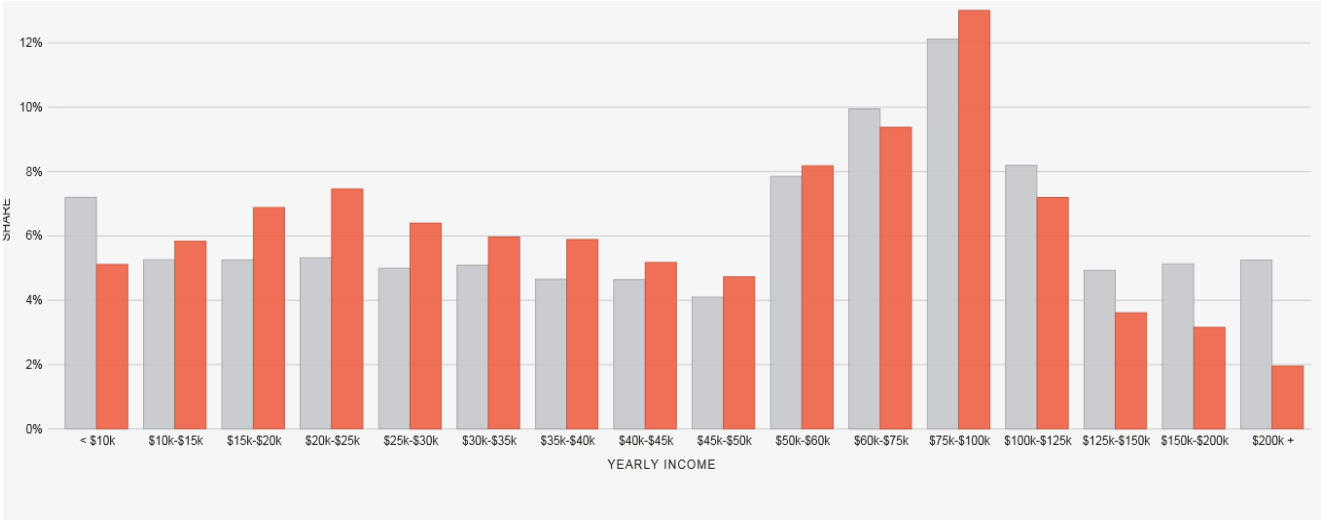
The County's median household income is $47,492, which is roughly $10,040 less than the median income for the state of Oregon, and $9,020 less than the U.S. average.



*Data Source: US Census Bureau

Our Community

The median household income, as demonstrated in the following chart, is broken out by the following income distributions: within the county 13% earn a household income between seventy-five and one-hundred thousand and 9% earn an income between sixty and seventy-five thousand, while approximately 78% earn a household income of less than sixty thousand.



*Data Source: Datausa.io

Housing and Real Estate

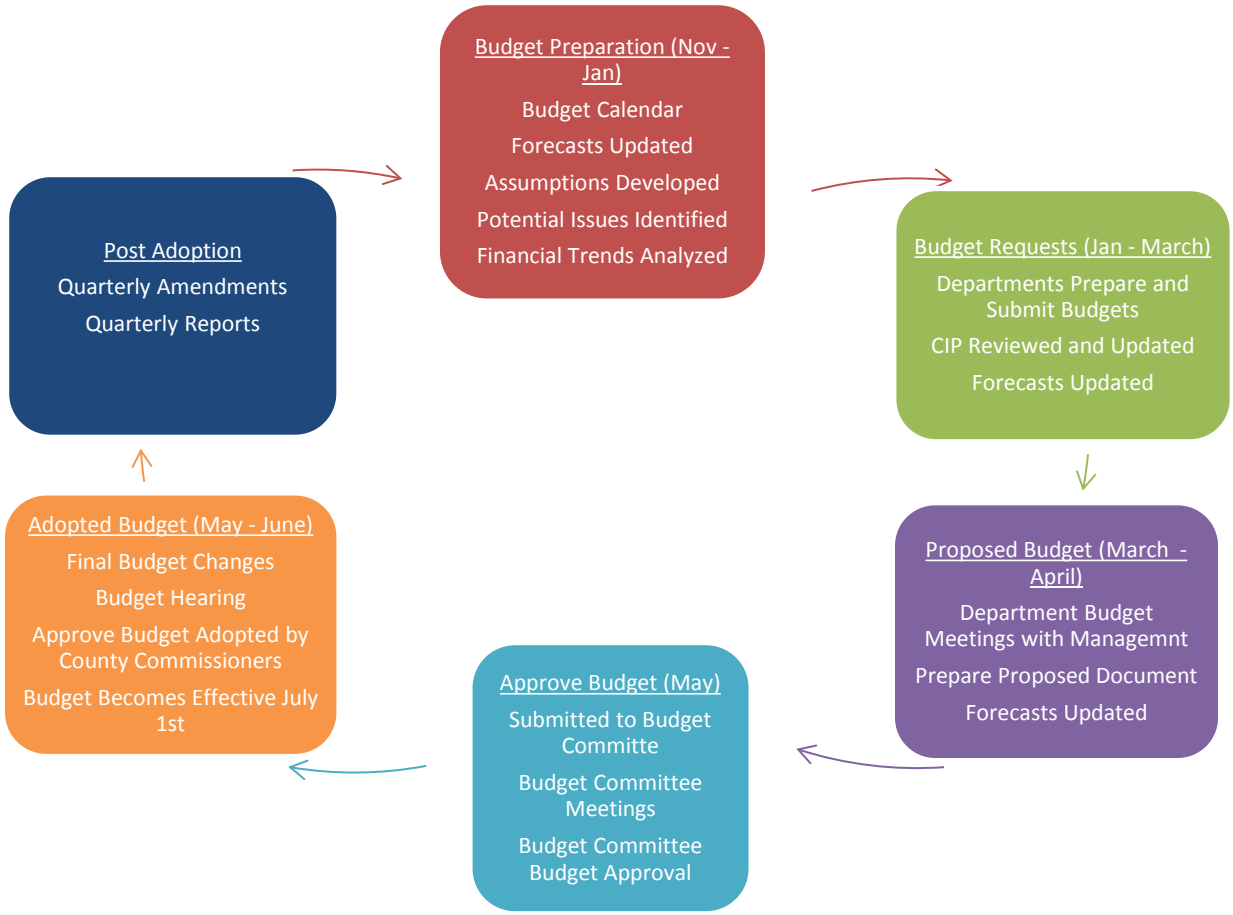
Based on the most recent data, the median real market value for a home in Clatsop County is $250,112 versus $264,100 for the state of Oregon and $194,500 nationwide.

*Data Source: Datausa.io

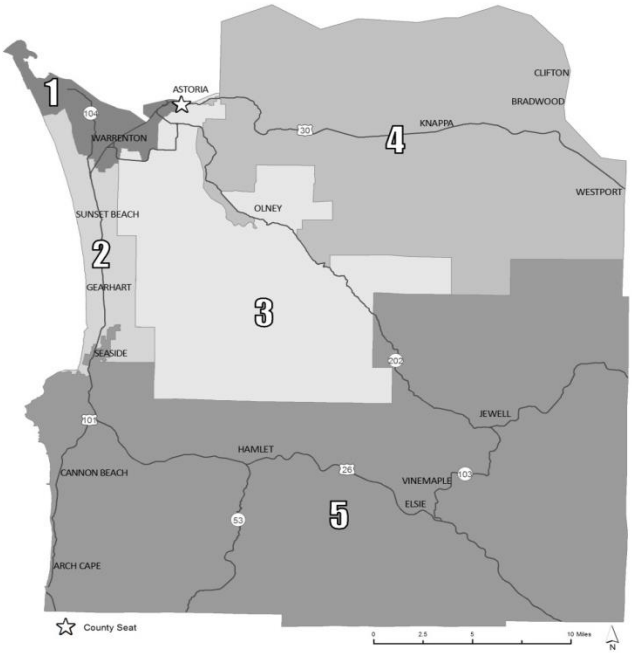
Budget Process

The process followed in the preparation of the budget complies with Oregon Local Budget Law established by Oregon Revised Statutes. County management seeks and welcomes public input, participation, and deliberation throughout the process. Budget Committee meetings are open to the public and are advertised on the County's website and in the Daily Astorian newspaper. The Proposed Budget – submitted to the Budget Committee in May – and the Approved Budget – submitted to the Board of Commissioners in June – are available to the public prior to each meeting.

County Departments work with the Budget & Finance Department to compile their budget requests and capital projects information between November and March of each year. Then, this information is reviewed by County management. During this same time frame, Finance and County management review revenue and expenditure forecasts, as well as financial environmental trends. All of this information is compiled, prepared and presented to the Budget Committee as the **Proposed Budget**. After the Budget Committee reviews and deliberates over the Proposed Budget and makes any appropriate changes, the Committee then recommends and forwards to the County Commissioners an **Approved Budget**. After a public hearing, the Commissioners take action on any final changes deemed appropriate, and adopts the budget in late June. The **Adopted Budget** becomes effective July 1. The final Adopted Budget is available on the County's Website, at all four libraries within the County, and available to citizens upon request.



Clatsop County Budget Committee



Clatsop County Board of Commissioners

Sarah Nebeker - Chair
District 2

Kathleen Sullivan - Vice Chair
District 4

Mark Kujala
District 1

Pamela Wev
District 3

Lianne Thompson
District 5

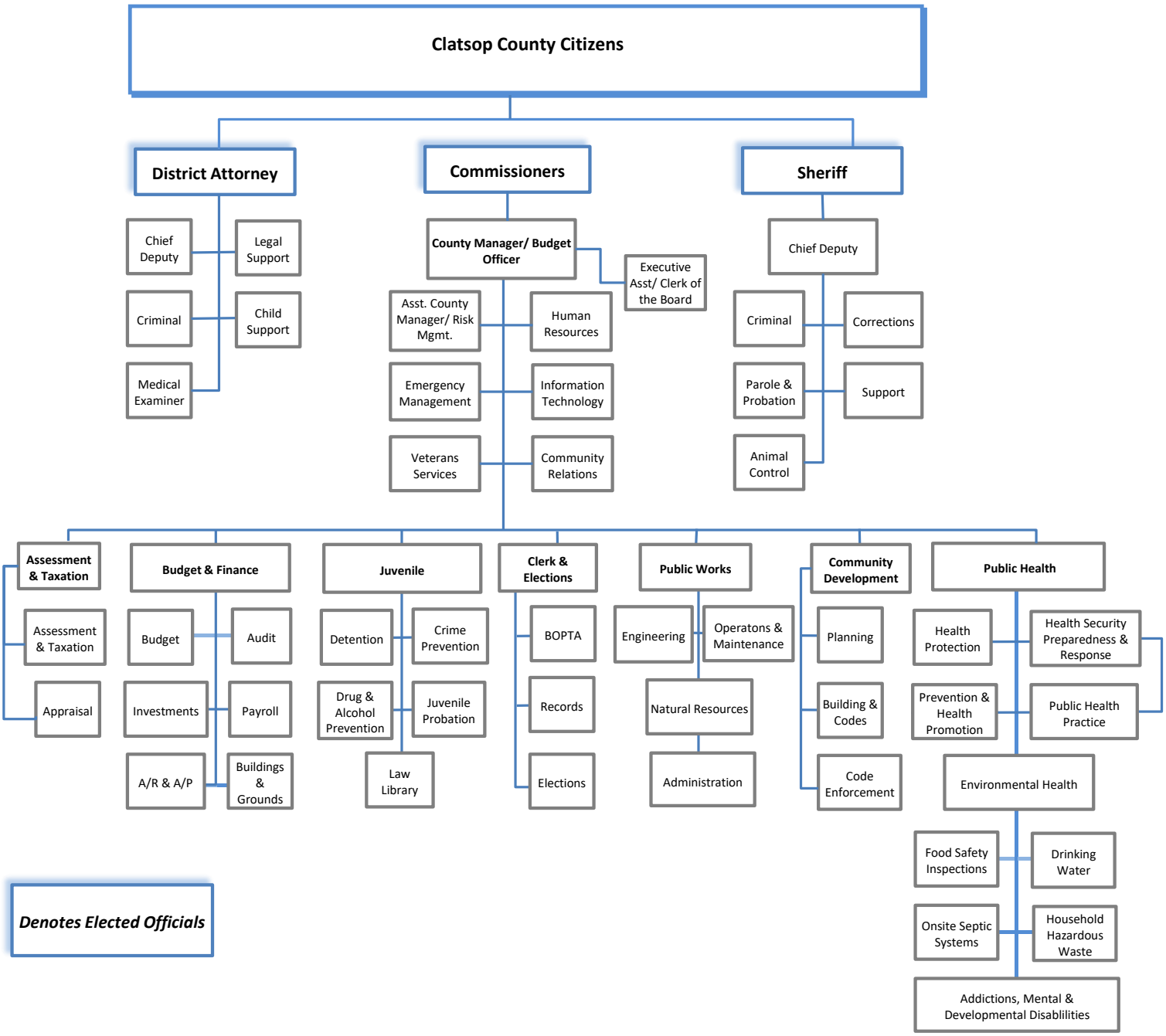
The Budget Committee consists of the five County Board of Commissioners, and five citizens appointed by the County Commissioners. Citizen members serve three-year terms. Meetings occur approximately twice a year at the Boyington Building. The Committee has the legal authority to change any portion of the proposed budget and is responsible for approving it.

Citizen Members:

Norman Brown Andy Davis Bryan Kidder Sam Patrick Greg Sawyer

Visit the County's website at www.co.clatsop.or.us/boc to learn more about the Clatsop County Board of Commissioners.

Clatsop County Organization Chart



How Is Your Tax Dollar Spent?

When you write your property tax check to Clatsop County, only some of the money goes to the county. We collect the taxes and distribute the money to 66 taxing districts providing a variety of public services. On average, out of every **$1** you pay, **just 11.64** cents goes to Clatsop County government. This illustration shows how an average tax dollar is distributed.

What Your 11.64 cents to Clatsop County Provides:

5.1 cents – **Public Safety & Justice:** Sheriff's Office, Jail, District Attorney's Office, Juvenile Department, and Emergency Services

1.43 cents – **Public Services:** Assessment & Taxation, Elections & Records, Surveyor, Community Development, Public & Mental Health

1.4 cents – **Contingency:** Set aside for unanticipated expenditures

2.22 cents – **Miscellaneous:** Building Maintenance, Parks, Animal Control, Information Systems, Finance

0.63 cents – **Administration:** County Administration, Human Resources, and Legal Counsel

0.86 cents – **Fairgrounds:** Enhanced Operations and Facility Improvements

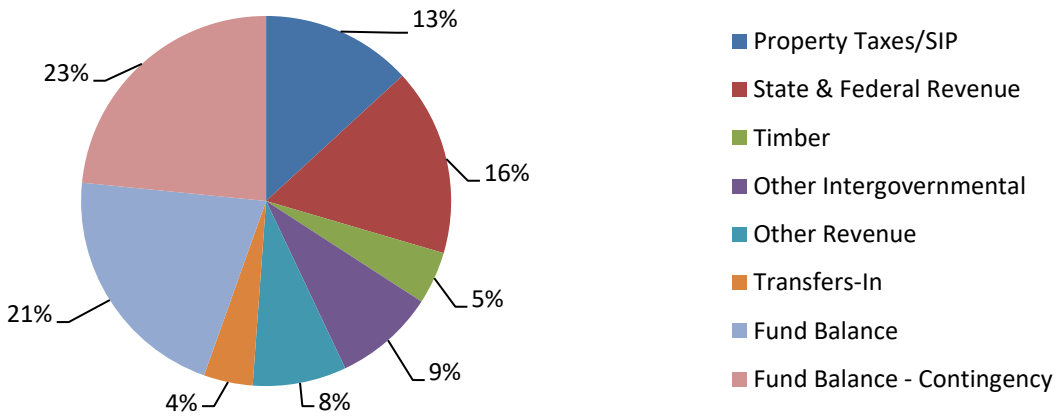
The top 10 taxpayers in Clatsop County for 2018 are as follows:

1. Georgia Pacific Consumer Products $1,836,242.69
2. L&C Tree Farms LLC $949,915.62
3. WorldMark The Club $611,063.03
4. PacifiCorp $560,295.60
5. Northwest Natural Gas Co. $507,681.16
6. Hampton Lumber Mills Inc. $454,097.53
7. Charter Communications $448,027.16
8. CENTURYLINK $429,780.08
9. Weyerhaeuser Columbia Timberlands $388,265.99
10. Western Generation Agency $285,980.40

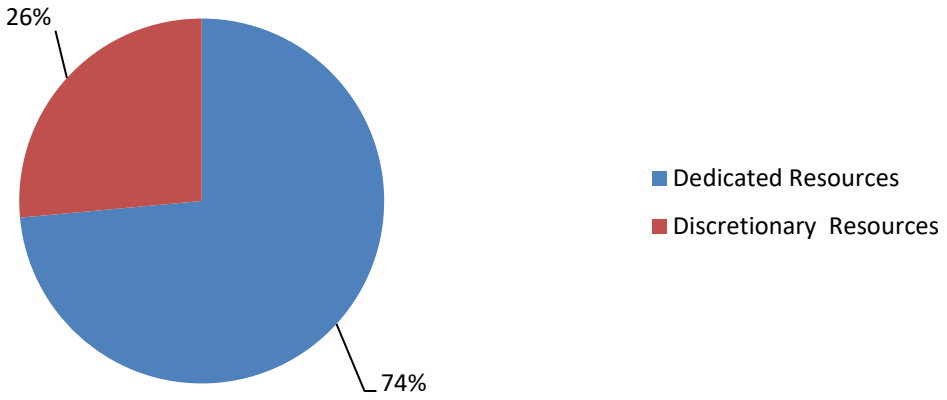
Where the Money Comes From

Resources of All Funds Combined		
Property Taxes/SIP	$ 11,321,190	13%
State & Federal Revenue	$ 14,073,390	16%
Timber	$ 3,954,390	5%
Other Revenue	$ 7,043,880	9%
Other Intergovernmental	$ 7,581,410	8%
Transfers-In	$ 3,679,330	4%
Fund Balance	$ 18,167,270	21%
Contingency	$ 20,128,430	23%
Total Revenue	**$ 85,949,290**	**100%**

*Other Revenue consists of: Fines/Forfeits, Interest/Property, Charges for Services, Special Payments, and Licenses/Permits

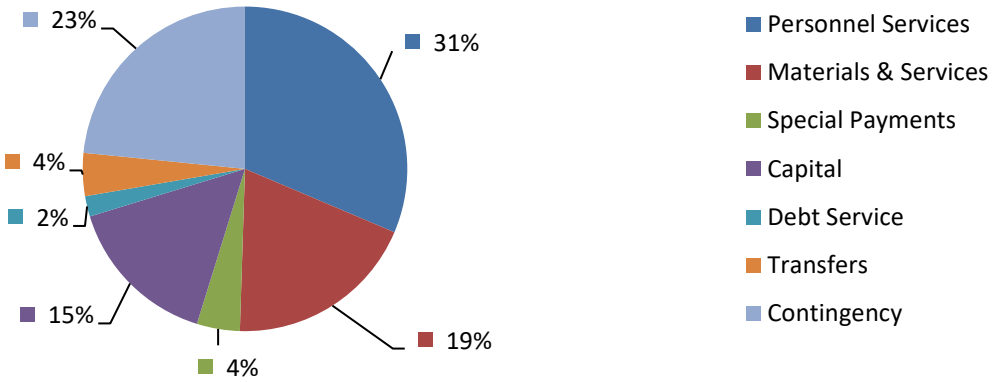


Discretionary vs. Dedicated Revenue		
Dedicated Resources	$ 63,211,680	74%
Discretionary Resources	$ 22,737,610	26%
Total Resources	**$ 85,949,290**	**100%**

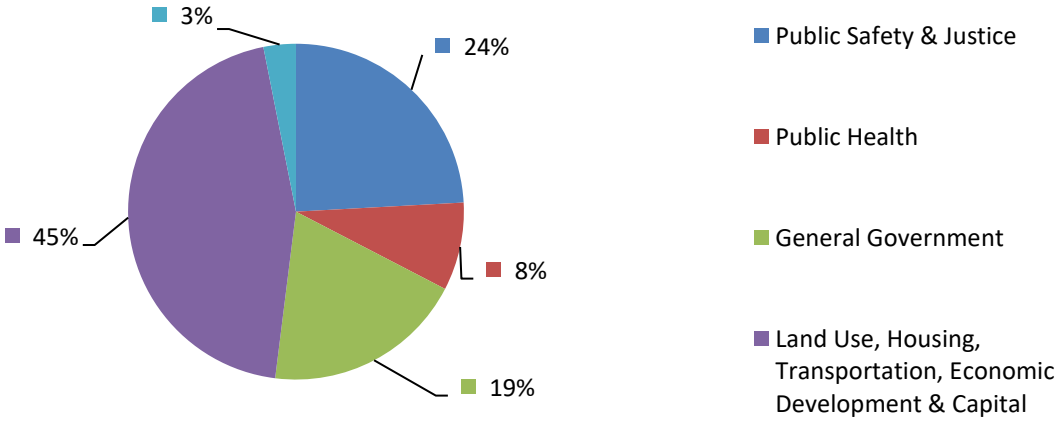


Where the Money Goes

Expenditures by Category		
Personnel Services	$ 26,978,790	31%
Materials & Services	$ 16,430,590	19%
Special Payments	$ 3,684,220	4%
Capital	$ 3,295,870	15%
Debt Service	$ 1,752,060	2%
Transfers	$ 3,679,330	4%
Contingency	$ 20,128,430	23%
Total Expenditures by Category	**$ 85,949,290**	**100%**



Expenditures by Functional Area		
Public Safety & Justice	$ 20,743,780	24%
Public Health	$ 7,285,810	8%
General Government	$ 16,649,540	19%
Land Use, Housing, Transportation, Economic Development & Capital	$ 38,592,300	45%
Culture & Recreation	$ 2,677,860	3%
Total Expenditures by Functional Area	**$ 85,949,290**	**100%**



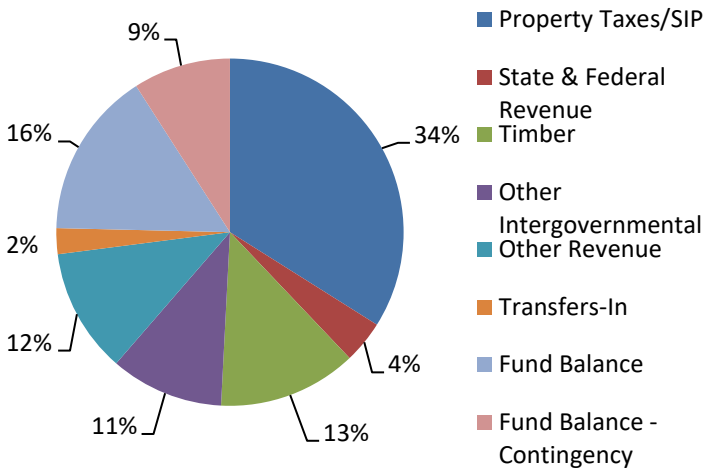
The County's General Fund

The County's General Fund accounts for all revenues and expenditures of a general nature that are not required to be reported in another fund. The majority of the General Fund revenue is derived from property taxes, timber revenues, indirect costs, and intergovernmental payments from the Rural Law Enforcement District.

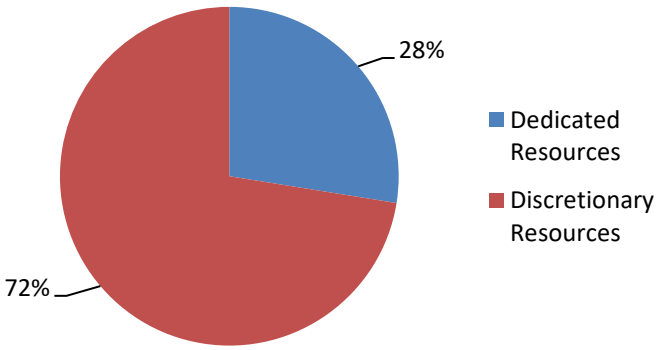
General Fund resources support functions such as: Planning, Public Safety & Justice, Parks, and Surveyor, as well as overhead departments such as: Assessment & Tax, Board of County Commissioners, Budget & Finance, Building & Grounds, Clerk & Elections, County Manger, and Human Resources.

General Fund Resources by Category		
Property Taxes/SIP	$ 9,740,950	34%
State & Federal Revenue	$ 1,137,130	4%
Timber	$ 3,705,820	13%
Other Intergovernmental	$ 3,027,130	11%
Other Revenue	$ 3,329,230	12%
Transfers-In	$ 690,250	2%
Fund Balance	$ 4,460,350	16%
Fund Balance - Contingency	$ 2,606,730	9%
Total Revenue	**$ 28,697,590**	**100%**

*Other revenue consists of: Fines/Forfeits, Interest/Property, Charges for Services, Licenses & Permits, Other Revenue.

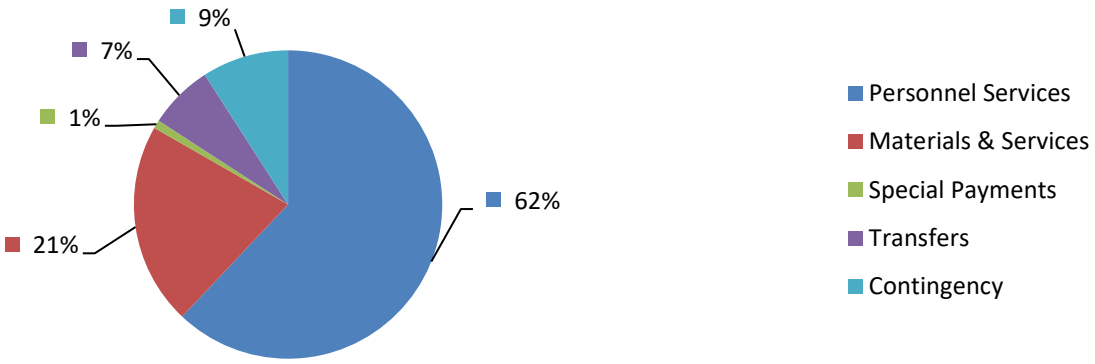


Discretionary vs. Dedicated Resources		
Dedicated Resources	$ 7,901,030	28%
Discretionary Resources	$ 20,796,560	72%
Total Resources	**$ 28,697,590**	**100%**

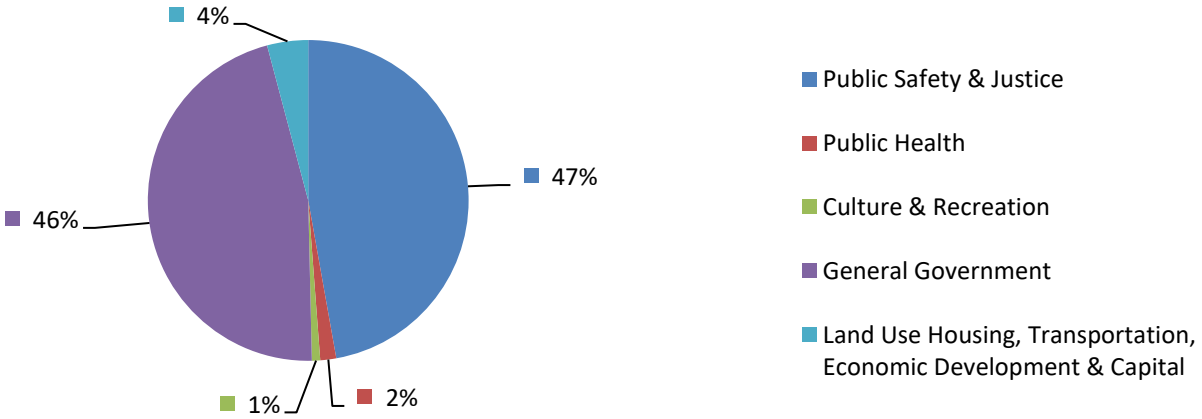


The County's General Fund

General Fund Expenditures by Category			
Personnel Services	$	17,810,910	62%
Materials & Services	$	6,089,430	21%
Special Payments	$	249,470	1%
Transfers	$	1,941,050	7%
Contingency	$	2,606,730	9%
Total General Fund Expenditures	**$**	**28,697,590**	**100%**

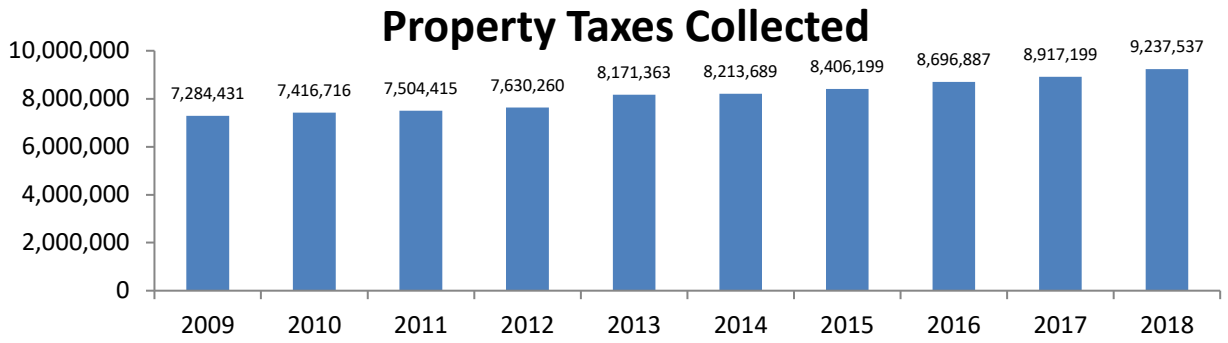


General Fund Expenditures by Functional Area			
Public Safety & Justice	$	13,544,420	47%
Public Health	$	461,000	2%
Culture & Recreation	$	239,770	1%
Land Use Housing, Transportation, Economic Development & Capital	$	1,186,170	4%
General Government	$	13,266,230	46%
Total General Fund Expenditures	**$**	**28,697,590**	**100%**



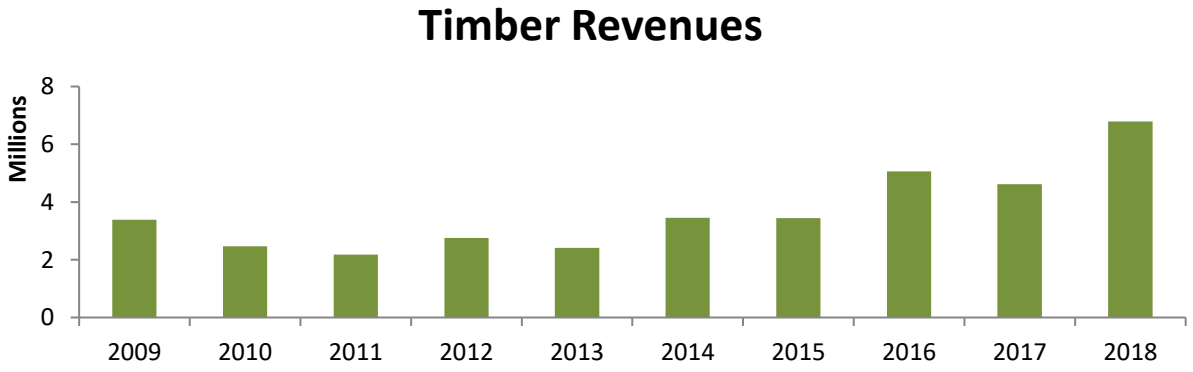
Property Taxes

The County's General Fund operating budget relies on property taxes for approximately 35% of its total budget. Measure 50 created a State property tax system which moved local governments from a dollar-based tax system to a rate based tax system. The County currently has a permanent tax rate of $1.5338 per $1,000 of assessed property value, which is the 11th lowest tax rate of the 36 Oregon Counties. The County tax rate funds County services. Other agencies such as the Cities and Schools also have tax rates for their services. All of these rates combine to represent a full property tax assessment that is reflected in the annual property tax statements provided by the County Assessment and Taxation – due to the assessor by November 15th of each tax year.



Timber Revenues

In addition to property tax revenues the County's General Fund operating Budget relies on revenues from timber sales that occur in the State Forest Trust Lands for approximately 14% of its total budget. These revenues fluctuate greatly and are heavily influenced by economic factors. To help offset the volatility of timber revenues the Board of Commissioners has adopted a policy that the General Fund is to retain no more than the lowest year of actual timber receipts over the last fifteen (15) years. All other timber monies received are to be transferred to be used to fund General Fund capital projects and the General Fund Stabilization account.



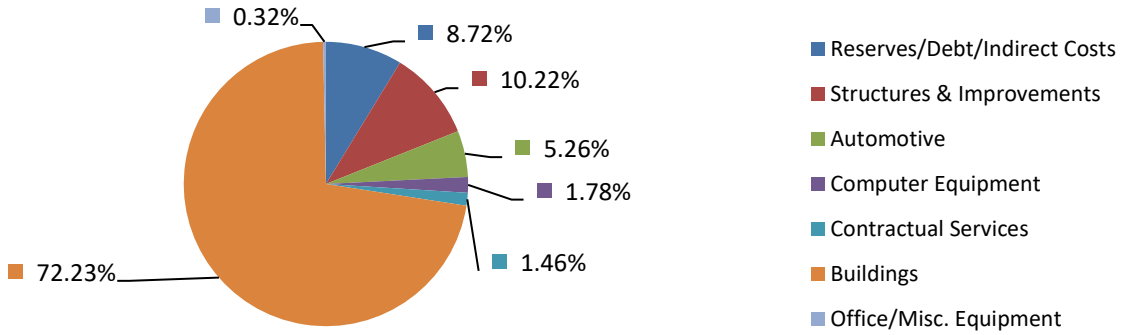
Capital Improvement Program

The Capital Improvement Program (CIP) section of the budget shows the County's investment in any project that adds or improves/extends the life of the County's infrastructure. The County budgets its major capital projects/purchases in one of three capital funds. Generally, projects with a total cost of $5,000 or more are included in the CIP. The CIP projects are tracked in the following funds/organizational units:

1. **Industrial Revolving (325/5836)** – Pursuant to ORS 275.318, the monies in this fund are disbursed only upon written order of the County Commission and are for engineering, improvement, rehabilitation, construction, operation, or maintenance in whole or in part, including pre-project planning costs of any development project authorized by ORS 271.510, 271.540, and 280.500.
2. **Special Projects (100/2000)** – This organizational unit was established to make limited duration General Fund expenditures for capital or special projects. The resources of the fund are largely the revenues from the Oregon Department of Forestry which result from the harvest of timber in the Clatsop State Forest.
3. **Fleet Replacement (100/2002)** – This organizational unit was established to make purchases of county vehicles. The departments pay on an annual basis based on usage of existing vehicles to build up reserves for future vehicle purchases.
4. **Equipment Replacement (102/2001)** – This fund was created to allow for equipment replacement as necessary and scheduled under the Public Works replacement schedule.
5. **Parks & Land Acquisition (240/5815)** – This fund was created to allow for development of the County's park system.

Depending on the type of project, financing sources can include: Timber monies allocated to Special Projects, operating revenue, bonded debt, other one-time revenues, and/or a combination of several different revenue sources. The individual project descriptions within the larger budget document include information on the financing sources used for each project.
Some notable projects included in the CIP for the 2019-20 budget year are:

- Construction of new jail facility ($10,500,000)
- North Coast Business Park Project ($1,000,000)



Boards & Committees

Volunteer Opportunities

Have you ever thought about using your unique skills and talents to serve your community and make Clatsop County a better place? Perhaps you're interested in personal and professional growth or want additional networking opportunities. Or maybe you just love Clatsop County and want to engage in your community to enhance your civic pride. Volunteering may be just what you are looking for.

Clatsop County is seeking volunteers who can make a commitment to bettering our community by serving on our standing boards and committees. These groups serve as advisory bodies and make recommendations to the County Commissioners. Please consider joining the group of dedicated volunteers who help our county run smoothly.

How to Apply

Most appointments are made at the beginning of each year, but vacancies may occur at any time. Call 503-325-1000 for a list of current openings, a hard copy of the application form, or to be connected to a staff member who can answer questions you may have about the appointment. Appointments are approved by the Board of County Commissioners at monthly Board Meetings.

Applications are also available on line at www.co.clatsop.or.us.

Arts Council of Clatsop County: Supports, promotes, and advocates for the arts in Clatsop County.

Board of Property Tax Appeals: Hears petitions for reduction of Real Market or Assessed Values of property as of July 1, considers applications to excuse penalties and reviews the Assessor's Certified Ratio Study. Usually meets between February and April each year.

Budget Committee: Responsible for reviewing, with the Board of County Commissioners, the Proposed Budget that has been prepared by the Budget & Finance Office. Usually meets in May.

4-H and Extension Service Advisory Council: Cooperates with OSU Extension Service and Extension staff in planning, promoting, developing, implementing, and evaluating Extension programs to meet local needs. Meets Quarterly.

Fair Board: Responsible for the exclusive management of the Clatsop County Fairgrounds and organizing the annual county fair. Meets one evening a month.

Human Services Advisory Committee: Advises the Board of County Commissioners on Development Disabilities, Mental Health, and Alcohol & Drug Abuse services. The committee meets every other month to identify needs, establish priorities for publicly funded services, assist in selection of service providers, evaluate services, and provide a link to the public through advocacy and education.

Planning Commission: Advises the Board of County Commissioners on land-use planning, as well as conduct land-use hearings, and implements the county's zoning and comprehensive plan. Usually meets once a month, all day.

Public Safety Coordinating Council: Develops and recommends to the Board of County Commissioners a comprehensive local correction program for adults and juveniles, as well as coordinate local criminal justice policy. Meets once a month.

Boards & Committees

Recreation Lands Planning Advisory Committee: Assists in developing long-range plans for county parks, formulating amendments to the recreation lands element of the county's comprehensive land-use plan. Meets once a month.

Rural Law Enforcement District Advisory Committee: Elected by district voters to provide input to the Sheriff and County Commissioners on service levels, enforcement priorities, and the general operation of the district. Meets three times a year.

Southwest Coastal Citizens Advisory/Design Review Committee: Evaluates all construction design review applications for the Arch Cape area submitted to the County Planning Department. Meets twice a month.

Westport Sewer Service District Advisory Committee: Advises the Board of Commissioners on the operation of the district, including sewer rates and changes in boundaries. Meets as needed.

Glossary

Adopted Budget: The budget as finally adopted by the Board of Commissioners and representing the financial plan of the county for the fiscal year identified, which forms a basis for appropriations.

Appropriation: is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes, based on an adopted budget.

Approved Budget: The budget that has been approved by the budget committee which is then forwarded to the Board of Commissioners for adoption.

Assessed Valuation (AV): The value set on taxable property determined by the Clatsop County Assessor as a basis for levying property taxes. A tax initiative in 1997 set a 3% maximum annual growth rate in the AV, exclusive of certain improvements and new construction.

Beginning Balance: is unrestricted working capital (resources) on hand at the end of the fiscal year, available to fund the next year's operations. Typically, the fund balance is derived from actual revenues received less actual expenditures.

Budget Committee: A panel of citizens consisting of the Board of Commissioners and an equal number of lay members required by Oregon Local Budget Law (ORS 294.305).

Budgeted Resources: are resources to which recourse can be had to meet obligations and expenditures during the fiscal year covered by the budget. (ORS 294.311)

Capital Improvement Program (CIP): Annual appropriations from specific funding sources are shown in the County's budget for certain capital purposes such as building construction, vehicle purchases, land development, and some kinds of facility maintenance.

Charges for Service: Revenues received as compensation for a service provided or cost recovery for mandated compliance such as electrical permits and recording fees.

Contingency: is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted; use of contingency requires Board approval.

Dedicated Revenue: also known as *Restricted Revenue* is funds that can only be spent for specific purposes because of constitutional provisions or enabling legislation, or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Discretionary Revenue: is the primary source of funds over which the governing body has some options regarding the activities/purposes to which they are allocated.

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Expenditure: means total amount incurred if accounts are kept on accrual basis; total amount paid if accounts are kept on a cash basis. (Local Budgeting in Oregon 2012 Edition)

Fiscal Year (FY): is the 12-month period beginning July 1 and closing on June 30. [ORS 294.311(17)].

Full-Time Equivalent (FTE): is the ratio of time expended in a part-time position to that of a full-time position. The ratio is derived by dividing the amount of employed time required in the part-time position by the amount of employed time required in a corresponding full-time position.

Fund: means a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes; all segregated for specific regulated activities and objectives. (Local Budgeting in Oregon 2012 Edition)

Fund Balance: means the fund equity of government funds. This is the assets minus the liabilities, leaving the dollars available to spend.

General Fund: is a fund used to account for most fiscal activities except for those activities required to be accounted for in another fund. (Local Budgeting in Oregon 2001 Edition)

Intergovernmental Federal Revenues: are monies received from other governments; such as fiscal aids, shared taxes, and reimbursements for services.

Intergovernmental State Revenues: are monies received from other state governments; such as fiscal aids, shared taxes, timber revenues, and reimbursements for services.

Materials and Services: is a category of accounts which establish expenditures for the operating expenses of County departments and programs.

Ordinance: is a written directive or act of a governing body that has full force and effect of law within the local government's boundaries, provided it does not conflict with a State statute or constitutional provision.

Organizational unit: is any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions (such as a department, office or division). (Local Budgeting in Oregon 2012 Edition)

Permanent Rate: is the maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate can be used for any purpose. No action of the local government can increase the permanent rate.

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Personnel Service Expenses: are those expenses related to the compensation of salaried employees such as, health and accident insurance premiums, Social Security and retirement contributions, and civil service assessments.

Program: is a group of related activities to accomplish a major service or function for which the government is responsible. (Local Budgeting in Oregon 2012 Edition)

Property Taxes: Ad valorem tax or another tax on property certified to the county assessor by a local government unit.

Proposed budget: is the financial and operating plan prepared by the budget officer and submitted to the public and budget committee for review. (Local Budgeting in Oregon 2001 Edition)

Resolution: is an order of a governing body. This requires less legal formality and has lower legal status than an ordinance. Statutes or character will specify which actions must be by ordinance and which may be by resolution.

Resources: the estimated beginning fund balances on hand at the beginning of the fiscal year, plus all anticipated revenues. (Local Budgeting in Oregon 2012 Edition)

Revenues: are monies received or anticipated by a local government from either tax or nontax sources.

Special District: is an independent unit of local government generally organized to perform a single function. (i.e. sewer, roads, rural law enforcement, 4-H)

Transfers: are amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund, and as revenue in the receiving fund.

Unappropriated ending fund balance: is the amount set asides in the budget to be carried over to the next year's budget. It provides the local government with cash until tax money or other revenues are received later in the year.

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